

PIEDMONT PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	<i>School Board Operations</i> Adopted: October 11, 2021
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**BOARD OF EDUCATION
LEGAL STATUS**

The board of education is comprised of five (5) members elected by a vote of the district. The board of education derives its authority from state law. The board's power is judicial and legislative, and the superintendent selected by the board serves as its executive officer.

When not in legal session, a board member has no legal authority whatsoever.

The legislative function of the board is to make plans and policies, select the superintendent and delegate to him or her the responsibility to place plans and policies into operation, and provide the financial means for their achievement.

The judicial function of the board is to hear and resolve hearings, grievances, disciplinary appeals, public complaints and other actions of a judicial nature.

Reference: 70 OKLA. STAT. §5-107A

BOARD VACANCIES

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment, and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Three or more consecutive unexcused absences from board meetings may constitute abandonment of office, and the board may declare the position vacant and fill the vacancy as prescribed by law.

Reference: 26 OKLA. STAT. §13A-110

CONTINUING EDUCATION FOR SCHOOL BOARD MEMBERS

Instruction for New and Incumbent Board Members:

Except as provided below, at the time a school district elector files a notification and declaration of candidacy for the office of board of education membership, the elector shall agree and pledge in writing that, upon election or appointment as a member of the board, he or she will attend a two-day workshop to be held by the State Department of Education or, upon approval of the State Board of Education, attend 12 hours of other workshops held by another organization or association representing Oklahoma school district boards of education, for study and instruction concerning school finance, the Oklahoma School Code and related laws, and the ethics, duties and responsibilities of board of education members. If elected, the elector must complete the workshop(s) within 15 months following or preceding his or her election.

When an incumbent board member files a notification and declaration of candidacy for reelection to the board of education, the incumbent shall not be required to comply with the statutory requirement described above if the incumbent produces a certificate of completion showing that he or she has completed the workshop described above. However, the member will be required to agree and pledge in writing that, upon reelection, he or she will attend a six-hour workshop emphasizing changes in school law, within 15 months following his or her election.

Upon completion of the workshop(s) described above, the member's certificate of completion will be included in the public records of the board's minutes.

Any member of the board or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the board of education at the time of a workshop, who attends and successfully completes a workshop as required above, shall be reimbursed for expenses incurred, not to exceed compensation in the sum of \$25 per day and actual expenses that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

Continuing Educational Requirements

In addition to the workshop requirements described above, every member of the board shall be required to attend a minimum of 15 hours of continuing education during any full term of office of the member. The continuing education courses, local and state workshops, seminars, conferences and conventions that will satisfy these requirements will be held within the state and will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the board of education. Any member of the board who attends and completes a course that satisfies in part or in full the requirements of this policy shall be reimbursed by the

district for expenses incurred. This paragraph shall not apply to those school board members who filed for reelection prior to July 1, 1991.

Failure to Meet the Educational Requirements

Upon receiving any notice by the State Board of Education that a board member has not completed their instructional or continuing educational requires, both the board member and the superintendent shall alert the board to such default.

Upon receiving a final certified notice by the State Board of Education, the board member shall have sixty (60) days in accordance with Oklahoma law to complete the requirements. Should a board member not complete the required instructional or continuing educational requirements within that time period, the board shall declare the board member's seat vacant in accordance with Oklahoma law. The board seat must be declared vacant within sixty (60) days of the last date the board member had to complete the instructional or continuing education requirements according to the final certified notice by the State Board of Education.

Any board member who does not obtain the required education will be ineligible, pursuant to Oklahoma law, to serve on the board of education for a period of two (2) years.

Reference: 70 OKLA. STAT. §5-110, 70 OKLA. STAT. §5-110.1, 70 OKLA. STAT. §5-110.2

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**SCHOOL BOARD
INTERNAL ORGANIZATION**

The term of office of newly elected board members shall begin at the first regular, special or emergency board meeting after the member has been certified as elected.

The board of education shall be organized at the beginning of the first regular, special, or emergency meeting following the annual school election and certification of election of new members. The board shall elect from its membership a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

Reference: 70 OKLA. STAT. §5-107A, 70 OKLA. STAT. §5-119

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BOARD OF EDUCATION OFFICERS
PRESIDENT

The president of the board of education serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, and performs other duties that are delegated to him/her by state law or by order of the board of education.

In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the governance and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim between meetings of the board.

Reference: 70 OKLA. STAT. §5-120

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BOARD OF EDUCATION OFFICERS
VICE PRESIDENT

It shall be the duty of the vice president to perform all of the duties of the president in case of the president's absence or disability.

Reference: 70 OKLA. STAT. §5-121

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BOARD OF EDUCATION - TREASURER

It is the policy of the board of education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties as the board may in its discretion confer upon the treasurer, including but not limited to the duty to maintain records and files as required by law or as instructed by the board or the superintendent. The board of education shall require a minimum bonding capacity of \$50,000 when using an independent treasurer and may increase that amount as circumstances warrant.

Reference: 70 OKLA. STAT. §5-114

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BOARD OF EDUCATION - CLERK

The board of education has established the following duties for the clerk of the board of education:

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board and perform such other duties as the board may direct.
2. In addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer and the minutes/encumbrance clerk in the management of the business affairs of the school.
3. Attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.
4. Furnish, whenever requested, any and all reports concerning school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the district for a period of longer than five (5) years.
6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department for including the filings on the district's website.

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MINUTE CLERK

The board of education has established the following duties for the minute clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof.
2. List numbers of approved encumbrances in the minutes of the board meetings.
3. Furnish tentative minutes to papers requesting copies.
4. Perform such other duties as directed by the board of education.

The minute clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minute/encumbrance clerk.

Reference: 70 OKLA. STAT. §5-119

ENCUMBRANCE CLERK

The board of education has established the following responsibilities for the encumbrance clerk:

1. Keep district books and documents.
2. Enter authorized amounts of appropriations in the appropriate accounts.
3. Charge the correct appropriation account and credit the affected encumbrance outstanding accounts with approved encumbrances after first determining that the encumbrances do not exceed the balance of the appropriation charged.
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit the outstanding account and credit the accounts payable account for the amount of the approved bills.
5. Pay the approved bills by issuing warrants against the designated funds, charge the warrants against the appropriate accounts payable accounts and credit them to the appropriate warrants issued accounts, notify the board treasurer when bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or make other disbursement approved by the Federal Reserve System.
6. Receive all warrants, certificates of indebtedness or bonds after the treasurer has registered the warrants in numerical order.
7. Perform other duties as assigned by the board of education, which may include completing purchase order forms.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as encumbrance clerk.

Reference: 70 OKLA. STAT. §5-119

SCHOOL BOARD MEETINGS

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

1. Regular Meeting – the usual, official legal action meeting held regularly.
2. Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.
3. Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.
4. Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma’s Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

- A quorum must be present in person at the physical meeting site as posted on the meeting notice and agenda.
- The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body and the specific site from which each member of the body shall be physically present and participating in the meeting.
- After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.
- The method of meeting described in the meeting notice shall not be modified prior to the meeting, and the board shall conduct the meeting according to

the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

- In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room located within the district or political subdivision from which they are elected, appointed, or are sworn to represent. Each site or room where a member of the board is present for a meeting that includes videoconference, shall be open and accessible to the public, and the public shall be allowed into that site or room.
- Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.
- The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.
- Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body.
- All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.
- *Executive sessions by videoconference are prohibited.*

The regular meeting of the board of education shall be the second Monday of each month at 6:00 p.m. at the Piedmont Intermediate School Library. The regular meeting may be changed in accordance with the provisions of the Open Meeting Act.

Business transacted at any special meeting may be for either a specific or a general purpose.

Reference: OKLA. STAT. tit. 25, §§ 304, 307.1 (2021).

BOARD OF EDUCATION
NOTIFICATION OF MEETINGS

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Act.

Notice to County Clerk

Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date and place of all regular meetings for the coming calendar year.

Any change in the date, time or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

Notice of the time, date and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least forty-eight (48) hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

Meeting Notices

At least twenty-four (24) hours prior to a regular or special meeting, a meeting agenda shall be posted which shall include the date, time and place of the meeting and the business to be undertaken at the meeting. The calculation of the twenty-four (24) hour period shall exclude Saturdays, Sundays, and holidays.

Written notice of the date, time and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity that requests written notification.

Continuing Meetings

In the event any meeting of the board is to be continued or reconvened, public notice of the action, including the date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

Internet Website

Within 6 months of the establishment of an internet website the district shall make available on its website or on a general website, if a general website is used, a schedule and information about regularly scheduled meetings of the district's board of education. The information shall include the date, time, place and agenda of each board meeting. When reasonably possible the district shall also provide information about the date, time, place and agenda of any special or emergency meeting of the district's board of education.

Videoconference

In any instance in which the board, in accordance with the Open Meetings Act, will conduct a meeting by videoconference, its meeting notice and agenda shall indicate that the meeting will include videoconferencing locations and shall state the location, address, and telephone number of each available videoconference site. The notice and agenda shall also state the identity of each member of the board of education who shall participate in the board's meeting by videoconference and the specific site from which each member of the board shall be physically present and participating in the meeting. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

References: OKLA. STAT. tit. 25, §§ 307.1 (2021), 311; OKLA. STAT. tit. 74, § 3106.2

QUORUM
BOARD MEETING PROCEDURE

A quorum consisting of a majority of the board membership present in person at the meeting site shall be necessary to conduct business at a meeting of the board of education. In the event that a quorum is not present in person at the meeting site and a regularly scheduled board meeting cannot be convened, the meeting shall be cancelled. If a regularly scheduled board meeting is cancelled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the cancelled meeting. A special meeting may then be called with the appropriate minimum of 48 hours' notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present in person at the meeting site, but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

Reference: OKLA. STAT. tit. 25, §§ 303, 304, 307.1 (2021), 311

BOARD OF EDUCATION
EXECUTIVE OFFICER – SUPERINTENDENT

The board of education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
2. The superintendent shall attend the meetings of the board (except when his/her employment is being considered) and advise the board on all school matters.
3. The superintendent shall make recommendations to the board of candidates for teacher and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
4. The superintendent shall devote him/herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
5. All purchases of supplies, materials or equipment shall be made on authority of a purchase order approved by the superintendent.
6. Responsibility for the operation and maintenance of the lunch program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
7. Responsibility for the operation and maintenance of the activity funds shall be delegated to the superintendent.
8. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the

transfer of children who apply for permission to attend schools in other districts.

9. The superintendent shall be responsible for the administration of suspensions and exclusions of children of compulsory school age for any reason.
10. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the board of education.
11. The superintendent shall have all school accounts audited each year and a copy of the audit filed with the clerk of the board of education.
12. The superintendent shall carefully observe the methods of instruction and the discipline of teachers; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies and the apportionment of time allotted to each of the prescribed subjects.
13. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
14. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development.
15. The superintendent shall have the authority to close the school in case of emergency.
16. The superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the district.

The renewal of the superintendent shall be considered by the board and announced no later than its regular meeting in January each year. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.

BOARD-SUPERINTENDENT RELATIONSHIP

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the board informed about school operations and problems.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.
2. Except under extraordinary circumstances, act only upon the recommendation of the superintendent in matters of school personnel.
3. Hold all meetings of the board in the presence of the superintendent except when the superintendent's contract, salary, or employment are under consideration.
4. Refer all complaints to the superintendent and discuss them only at a board meeting after administrative solutions fail to resolve the complaints.
5. Strive to provide adequate safeguards around the superintendent and other staff members.
6. Present personal criticisms of any employee directly to the superintendent.

**TERM OF OFFICE AND SALARY
OF SUPERINTENDENT**

The superintendent of the district shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon, but not to exceed three (3) years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Education within fifteen (15) days after it is signed. The board may not pay any salary, benefits or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

Reference: OKLA. CONST. X, §26

EVALUATION OF THE SUPERINTENDENT

The board of education, in recognition of its accountability to the community and its obligations under state law, will conduct an annual formal evaluation of the superintendent. The evaluation shall be conducted toward the goal of improving the school district through an improving superintendency.

Members of the board will first evaluate the superintendent independently, using a written form adopted by the board for this purpose. The board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full board and the superintendent. The board and the superintendent will each retain a copy of the written evaluation report.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;
2. Help the board evaluate its work in planning the educational program in this community; and
3. Strengthen the working relationship between the board and the superintendent by providing a comprehensive vehicle of communication.

CHARTER SCHOOLS

Introduction

The board may elect to sponsor a charter school to serve any combination of grades Pre-k through 12 within the geographical boundaries of the district if it appears that the proposed charter would provide valuable opportunities for student learning. Charter schools sponsored by the district must be nonsectarian in all programs, including admission and employment practices. The board will not sponsor a charter school which is affiliated with a religious institution or private sectarian school.

If the charter contract is approved by both the district's board of education and the governing board of the charter school, the charter school will be a fully recognized Oklahoma public school. The charter school will be able to serve as many students as specified in the charter contract.

District Responsibilities/Process

The administration will promptly review all charter school proposals which are submitted in accordance with this policy and the Oklahoma Charter Schools Act, OKLA. STAT. tit. 70 § 3-130 ("Act"). The Act is incorporated herein by reference. At the conclusion of the review, the superintendent or his/her designee will prepare a written report which evaluates the proposal and makes a recommendation to the board regarding accepting or rejecting the proposed sponsorship.

The board shall either accept or reject sponsorship of a proposed charter school within ninety (90) days of receipt of the proposal. Applicants whose proposals are rejected are eligible to appeal as specified by the Act.

If the board recommends that an application be approved, the board will work cooperatively to develop a charter contract with the school. Once a contract is fully approved and executed, the district will monitor the charter school's operation, including progress toward its goals and its fiscal operations. The district will also provide the Oklahoma State Department of Education a copy of the charter contract.

The board specifically retains all powers and duties granted to it by the Act.

Applicant/Charter School Responsibilities/Process

Applicants must be familiar with the requirements of the Act and this policy and submit a charter school proposal which meets all necessary requirements. Applicants whose proposals are recommended for sponsorship must work cooperatively with the district's board to develop a charter contract.

The governing board of any approved charter school must work cooperatively with the

district's board in accordance with the terms of the charter. This includes, but is not limited to providing information, documentation, and reports required by the Act or as requested by the district.

Application and Charter Contract Development Process

All charter school applications must be received in the superintendent's office by September 1 (or the next workday if the superintendent's office is closed on September 1) for a proposal to begin the following school year.

All charter school applications must utilize the template provided by the board and meet any deadlines established by the board. Any application which does not provide all required information in the prescribed format will be rejected. Any applicant which does not comply with stated timelines will be rejected.

Term and Renewal

An initial charter contract will be for a term of five (5) years. A charter contract may be renewed for addition five (5) year terms, or less, based on the performance, demonstrated capacities and particular circumstances of a charter school. Renewal proposals must be submitted before beginning the last contract year of operation as stated in an existing charter contract. A renewal proposal must contain, at a minimum:

- a complete progress report related to the charter school's existing goals and objectives, including student achievement;
- a list of newly defined or continuing goals through the entirety of the proposed renewal period;
- any improvements the charter school has implemented or planned;
- a complete financial statement;
- copies of all annual financial audits;
- any other evidence the charter school wishes to provide to support the renewal application; and
- any other information requested by the district.

Failure to meet the renewal deadline will waive the renewal option, although the charter school may submit a regular application as outlined in this policy and Oklahoma law.

Prior to the beginning of the final year of the charter contract, the district will issue a performance report and renewal guidance which summarizes the charter school's performance to date and outlines information regarding any issues which may negatively impact the charter school's renewal. The guidance will provide information about the specific criteria which will guide the district's decision related to the renewal. All renewal decisions will be based on the criteria established by the Act.

Termination

The board may terminate a charter contract during its term for any of the following reasons:

- failure to meet student performance requirements contained in the charter contract;
- breach of the charter school contract;

- failure to meet specified or required fiscal management requirements;
- legal violations; or
- other good cause.

The district's board will notify the charter school at least ninety (90) days prior to terminating a charter contract. If the charter school wishes to dispute the board's decision, the governing body must make a written request for an informal hearing within fourteen (14) days of receipt of the notice. If, after the hearing, the district's board still decides to terminate the charter contract, the charter school may pursue the remedies outlined in the Act to the extent legally permissible.

If a charter contract is terminated or not renewed, the charter school will develop a transition team to work with the district to close the charter school in an orderly manner. This will include but not be limited to areas such as:

- transferring students, records, and school funds;
- regular communication with families, employees, and stakeholders;
- notifications pertinent to the closure; and
- general business related to the conclusion of the charter school's work.

Regardless of the pending closure of any charter school, the charter school is required to continue to provide educational services pursuant to the terms of the charter for the duration of the school year in question.

Teacher Rights

Teachers will not lose any salary or benefit status provided by law upon returning to the district after teaching at a district-sponsored charter school. A teacher who leaves the district to teach at a district-sponsored charter school will also be given employment preference if the teacher re-applies for employment within three (3) years after ending employment with the district, contingent upon the availability of an appropriate position.

EMERGENCY PREPAREDNESS AND MANAGEMENT

The board of education is committed to ensuring that the District is prepared to address potential emergencies and to ensure that it can address emergencies in the most appropriate and efficient manner to provide a safe and healthy school environment.

The purpose of this policy is to address emergency preparedness and management. In the event of an emergency situation (including but not limited to fire, natural disasters, severe weather, acts of terror, health emergencies, and any other emergency situation) the superintendent is responsible for developing specific plans and procedures in accordance with this policy.

This policy is not intended to replace any current safety plans as related to evacuation procedures for fires, or severe weather sheltering

Definitions

“Prevention” means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. It refers to the actions the District and schools will take to prevent a threatened or actual incident from occurring.

“Protection” means the capabilities to secure the District and its schools against acts of violence and man-made or natural disasters. It focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

“Mitigation” means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

“Response” means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way, to establish a safe and secure environment, to save lives and property, and to facilitate the transition to recovery.

“Recovery” means the capabilities necessary to assist the District and schools affected by an event or emergency in restoring the learning environment.

General Emergency Preparedness

In the event an emergency arises that is not otherwise specifically covered in this policy, the District will follow the general procedures outlined below, leaving discretion to the superintendent or the superintendent’s designee(s) to address specific situations against the backdrop of this and other applicable board policies.

Decision-Making Authority

The board of education grants the superintendent the authority to decide when an emergency exists and to communicate that emergency to employees, students, and appropriate stakeholders by the means appropriate to the nature of the emergency. Depending upon the type and severity of the emergency, the superintendent and District administrators may implement the following responses: Shelter in Place, Lockdown, Evacuation, School Closure, and any other response the superintendent and/or administrators deem appropriate under the circumstances. The superintendent may appoint or meet with a committee to discuss the needs of the District and to implement appropriate steps recommended by the committee to plan for and respond to emergencies. The board of education grants the superintendent the authority to delegate appropriate tasks to members of a committee and administrators in planning for and responding to emergencies. After an emergency arises, the board of education may convene, pursuant to procedures provided in the Open Meeting Act, to discuss any necessary topic relevant to the District's handling of the situation as soon as practicable, including calling either a special or emergency meeting if necessary. The board of education shall convene under this provision in any situation that the superintendent believes a school closure of more than five (5) days is required. In that meeting, the superintendent shall report on the emergency, including any steps taken. The board grants the superintendent the authority to take any necessary actions, delegate authority, and implement any necessary responses, including temporary school closures, prior to meeting with the board. Thereafter, the board will take further appropriate action.

Actions to be Taken

Any action taken under this policy by the board of education or the superintendent will be made in accordance with applicable state and federal laws, regulations, and guidance; and recommendations from emergency management officials, law enforcement, health authorities, and other appropriate agencies and resources. Actions will be based upon sound information and data, and any plans and procedures that are developed will be evaluated and updated as new information becomes available.

Communication

Throughout every phase of emergency preparedness and management, clear, accurate, and timely communication with employees, students, and (as appropriate) with stakeholders will be accomplished by designated personnel.

School Closure/Evacuation

When responding to an emergency, if the superintendent or board of education determines that it is in the best interest of the District that schools should be closed and/or evacuated, appropriate measures shall be designed and implemented to ensure the safety and transportation of students; essential functions of the District shall continue to the extent practicable. In the event of a long-term closure of schools for more than ten (10) days, the measures shall address the following topics: continuity of instruction, school lunch programs, access to student records, purchasing services, payroll/benefits administration, maintenance, and health services. Furthermore, the superintendent shall ensure that all stakeholders are adequately informed through appropriate communications.

Nondiscrimination

In addressing emergency preparedness and management, the District will be mindful of its obligation to protect the rights of its students and employees, particularly in regard to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act of 1964. The District will respond appropriately to allegations of discrimination regarding emergency preparedness and management.

HEALTH EMERGENCIES

The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with contagious health conditions which constitute a health emergency.

This policy outlines the procedures the District will utilize to address health emergencies. The superintendent, after consultation with state and federal authorities, the State Board of Education, as well as appropriate guidance from the Centers for Disease Control (CDC), the Oklahoma Department of Health, and the Canadian County Health Department, is authorized to take any other action the superintendent deems necessary to address a health emergency. Ongoing research regarding contagious health conditions may require modification of this policy and procedures to meet a health emergency.

For purposes of this policy, “contagious health conditions” are serious illnesses that are capable of being transmitted to others via the air or casual physical contact between persons or contaminated surfaces.

Prevention

The District will be proactive in preventing the spread of contagious health conditions and educate students, employees and appropriate stakeholders on their responsibility to prevent the transmission of these conditions. The board of education encourages all its employees and students to protect their personal health.

In consultation with appropriate health guidance and authorities, the following preventative measures will be implemented and communicated to students, employees and stakeholders:

1. Handwashing – The CDC recommends that every person wash their hands with clean, running water and soap; lather their hands by rubbing them together with soap (including the backs of the hands, under fingernails, and between fingers) for at least 20 seconds; rinse their hands well under clean, running water; and dry their hands using a clean towel or air drying them. If no soap and water is available, hand sanitizers may be used, but these do not remove all types of contaminants. If hand sanitizer is used, it should be rubbed all over the surface of one's hands until dry. Students and employees shall be encouraged to wash their hands in compliance with CDC guidelines.
2. Cough and Sneeze Hygiene – Students and employees should use a tissue to cover their mouths and noses when they sneeze or cough. Used tissues should be promptly discarded in a wastebasket, and hands should be washed with soap and water or

hand sanitizer. Where tissues are unavailable, persons should sneeze or cough into their elbow and should not use their hands. If hands become contaminated due to sneezing or coughing, appropriate handwashing should promptly follow. Additionally, the touching of eyes, noses, or mouths should be avoided.

3. Vaccines – Vaccinations are a primary way to prevent disease and the spread of contagious health conditions. School officials shall comply with all state and federal requirements concerning vaccinations, and shall communicate the importance of vaccinations to parents and guardians.
4. Cleaning and Disinfecting – District employees shall clean and disinfect surfaces and objects that are frequently touched in school buildings and buses using appropriate materials and techniques. The District shall ensure that it has adequate supplies to support its cleaning and disinfection practices. School employees are required to follow the District's Bloodborne Pathogen Exposure Control Plan at all times when there is potential for exposure to any bodily fluid.
5. Community Education – The District shall educate students, employees and appropriate stakeholders to help them understand their role in preventing the spread of contagious health conditions, which may include language-appropriate signage, posters, emails, meetings, training, literature, and health curriculum components.

Protection/Mitigation

In addition to the above prevention measures, to protect and mitigate against the spread of contagious health conditions, the following measures may be implemented: updating all contact information for students and employees; encouraging or requiring students and employees to remain home if they are sick; encouraging students and employees to practice social distancing; sending students home if they are sick; and educating stakeholders in preventing and identifying a contagious health condition.

Response

In the event of a health emergency, the following procedures may be utilized:

1. Students and employees may be required to stay home if they are ill with a contagious health condition and may be sent home if school officials determine that they are exhibiting symptoms consistent with a contagious health condition. Students and employees will not be allowed to return to school until a health officer or official health department (the CDC, Canadian County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others.
2. At the sole discretion of the administration, individuals who have been exposed to a contagious health condition may be separated from healthy persons or sent home to avoid spreading the condition to others. These determinations will be done on a case-by-case basis and will be done after the consideration of guidance issued by health officials. Any action taken in accordance with this paragraph will be done, to the extent possible, in a manner that avoids embarrassment or disclosure of protected information.

3. The District shall communicate information necessary to keep stakeholders informed about any health emergency, provide stigma-mitigating information, and educate them on their roles in preventing further transmission of the contagious health condition.
4. The District shall coordinate with appropriate health agencies to appropriately report absences and seek guidance in responding to a health emergency.
5. The District shall increase its cleaning and disinfection efforts.
6. The superintendent or board of education may cancel or reschedule extracurricular activities, close schools and/or evacuate students and employees from school sites. Should this become necessary, the superintendent shall implement the School Closure/Evacuation procedures found under General Emergency Preparedness.
7. Students may receive exemptions from other board policies due to excessive absences caused by a contagious health condition.

Recovery

In recovering from a health emergency, the following procedures may be utilized as determined necessary by the superintendent: rigorous cleaning and disinfection of school facilities and buses; the provision of crisis management resources to address mental health needs; and other procedures deemed necessary. The superintendent shall communicate with appropriate stakeholders, debriefing and informing them of the District's recovery efforts. The District shall continue appropriate prevention, protection, mitigation, and response procedures listed above in preparation for potential resurgence of the health emergency. The superintendent shall also evaluate the effectiveness of the District's response to the emergency and make appropriate changes to this policy or the procedures used and report the results of this evaluation to the board of education.

PANDEMIC HEALTH EMERGENCIES

A "pandemic" is a serious disease that spreads over a wide geographic area where a significant portion of the population becomes infected. The District recognizes its responsibility in working together with all stakeholders to slow the spread of pandemics.

In the event of a pandemic, the District shall comply with any and all relevant directives from federal and state officials, particularly the State Board of Education concerning the pandemic. At all times the superintendent shall keep the board of education and all appropriate stakeholders informed concerning the District's response to a pandemic. Efforts shall be made to keep the community calm and reduce panic or stigma.

Prevention

1. The superintendent shall, at least annually, coordinate with state and local health departments when reviewing and updating this policy and associated procedures.
2. The superintendent shall monitor appropriate health resources such as those of the CDC and State Department of Health for reports of pandemics, as well as coordinate with local health departments to identify and prepare strategies for addressing likely pandemics.
3. The District shall circulate materials that educate students, employees, and appropriate stakeholders concerning the signs and symptoms of a likely pandemic. It shall also teach and reinforce to students and employees the importance of following the prevention procedures listed in the Health Emergencies section above.
4. The District shall obtain materials necessary to address a pandemic outbreak and shall intensify its cleaning and disinfecting process.

District administrators shall train employees regarding identifying the symptoms of a likely pandemic and reinforce prior training on employees' responsibilities concerning isolation of students or employees in the event of a pandemic. Should a pandemic be reported in the community, in addition to the above procedures addressing health emergencies, the superintendent shall coordinate with state and local health departments to make informed decisions, monitor and report absenteeism to those departments, communicate with stakeholders, and prepare for possible extracurricular activity cancellations, school closures, and school evacuations.

1. The superintendent shall monitor reports of illness from within the District.
2. The District shall communicate to students, employees, and appropriate stakeholders to keep them informed about developments concerning the pandemic, providing stigma-mitigating information, and informing them of their roles in preventing further transmission of the pandemic disease.
3. Students and employees shall stay home if they exhibit symptoms consistent with the pandemic illness and shall be sent home if they exhibit symptoms consistent with the pandemic illness while at school. Parents and guardians of ill students shall be immediately informed and required to pick up their student(s). Students and employees will not be allowed to return until a health officer or official health department (e.g., the CDC, Canadian County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment. Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.
4. Individuals who have been exposed to a pandemic disease shall be separated/isolated from healthy persons in a manner that addresses symptoms and

avoids embarrassment or disclosure of protected health information. Parents and guardians of students who have been exposed to a pandemic disease shall be immediately informed and required to pick up their student(s). Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.

5. If the District believes that school employees or students have been exposed to a person who has been confirmed to be infected with the pandemic disease or to a person subject to self-quarantine procedures by health officials, the District will, to the extent possible, communicate that exposure to affected individuals in a way intended to protect the privacy of the affected individual.
6. If any school employee, student, or school patron is confirmed to have been infected with the pandemic disease and has attended school within the previous two-week period, they should notify school officials as soon as possible.
7. The District shall communicate and coordinate with appropriate federal and state authorities, as well as local health agencies, to report absences and seek guidance in responding to the pandemic.
8. The District shall further intensify its cleaning and disinfection efforts.
9. The superintendent or board of education shall cancel or reschedule extracurricular activities as necessary.
10. If appropriate, the superintendent or board of education may close schools and/or evacuate students and employees from school sites. Should this become necessary, the superintendent shall implement the School Closure/Evacuation procedures found in the General Emergency Preparedness section above.
11. In the event of a school closure due to a pandemic disease, the superintendent shall cause all affected areas of the District to be closed off and be thoroughly cleaned and disinfected, focusing on frequently-touched surfaces and using products approved by the EPA to kill the disease associated with the pandemic. Guidance on cleaning and disinfection from the CDC shall be consulted and adhered to.
12. The superintendent shall seek the guidance of local health agencies and follow all directives from the State Department of Education regarding when District school sites shall be reopened.

References: The Readiness and Emergency Management for Schools Technical Assistance Center (REMS): *The Role of Districts in Developing High-Quality School Emergency Operations Plans*; REMS: *The Guide for Developing High-Quality School Emergency Operations Plans*; The Centers for Disease Control and Prevention (CDC): *Coronavirus Disease 2019 (COVID-19) Guidance for School Settings*; CDC: *Handwashing: Clean Hands Save Lives*; CDC: *Environmental Cleaning and Disinfection Recommendations*; OKLA. STAT. tit. 63, §§ 638.1–683.24.

DIRECT DEPOSIT OF PAYROLL

In the interests of economy and to provide its employees the convenience of having payroll funds available in their bank accounts on payday, the Board of Education has determined to have the net pay of all Piedmont Public School employees directly deposited in a specific banking institution account that is designated in writing by the employee.

Participation in the direct deposit program shall be mandatory. Thereafter, all employees shall have their payroll wage payments disbursed through direct deposit to the financial institution of each employee's choice. Agreement to accept direct deposit of payroll funds shall be a prerequisite for new employment with the Piedmont Public Schools, (the "District"). The Board may grant exemptions from this policy on such terms and conditions as it deems necessary.

Direct deposit forms shall be given to every current and new employee on which employees shall designate the financial institution and account information necessary for direct deposit. It shall be the duty of all current employees to submit their completed direct deposit forms to the business office by a date that will be specified by and communicated to them by the Board of Education. Should any current employee fail to submit a completed direct deposit form by the date specified, that employee shall receive a paper check which must be collected from the business office during non-work hours or provide to the business office a self-addressed stamped envelope for each pay period. New employees must submit their completed direct deposit forms to the business office before receiving their first paycheck.

Direct deposit of payroll funds will be made in accordance with the District's payroll schedule for the current year. The District shall electronically provide each employee their direct deposit payroll advice that details payroll information by means that are not burdensome to the employee. No fee or assessment shall be charged to any employee because of the implementation and administration of the direct deposit program under this policy.

It shall be the responsibility of each employee to notify the District's business department of any changes to either the employee's designated bank account or banking institution that would affect direct deposit of funds at least twenty (20) days before the next scheduled payroll disbursement.

Reference: 70 OKLA. STAT. § 6-106.2

PHILOSOPHY

The educational program of the district will focus on the individual. In assisting each individual to become a responsible citizen, the district is contributing to the betterment of our nation and society as a whole. While the curriculum must be broad enough to allow each individual to develop their own interests, the district will place emphasis on the achievement of excellence in core curriculum areas such as reading, writing, mathematics and communications. Education is essential to the development of character, physical and mental health, emotional security and provides the foundation for successful living in an ever-changing world.

MISSION STATEMENT

Our Mission

We commit to cultivating relationships, building partnerships, and creating challenging and relevant learning environments for all. Engage. Equip. Empower.

Our Vision

Inspire students to reach their full potential through an exemplary education that empowers them to be realworld ready.

Core Values

- Authentic Relationships
- Servant Leadership
- Positive & Collaborative Culture
- Safe & Inclusive Environment
- Integrity

INTRODUCTION

The Piedmont Public Schools operates according to policies developed and established by the board of education. The board, which represents the local community, develops policies after careful study and deliberation. The board will regularly assess the effects of its policies and make revisions as necessary.

This manual contains the policies that govern the Piedmont Public Schools. Policy development in a modern, progressive school system is a dynamic, on-going process. New problems, issues and needs create a continuing need to develop new policies and revise existing ones.

Each person or office should update his or her copy of this manual as new policies are distributed.

NEPOTISM

This school district will not consider for employment any relative of a board member who is related within the second degree by affinity or consanguinity to the board member. Such relatives include the following persons:

Board Member's:

spouse
 child
 child's spouse (son-in-law, daughter-in-law)
 parent
 parent's spouse (stepmother, stepfather)
 grandchild
 grandchild's spouse (grandson-in-law, granddaughter-in-law)
 grandparent
 grandparent's spouse (step-grandmother, step-grandfather)
 brother (half-brother)
 brother's spouse/half-brother's spouse (sister-in-law)
 sister (half-sister)
 sister's spouse/half-sister's spouse (brother-in-law)

Spouse's:

child (adopted)
 parents (mother-in-law, father-in-law)
 grandchild (step-grandson, step-grandaughter)
 grandparents (grandmother-in-law, grandfather-in-law)
 brother/step-brother (brother-in-law)
 sister/step-sister (sister-in-law)

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply. The board member may not participate in any regular or executive session of the board held to consider any personnel matter or litigation relating to said relative except that the board member may vote on collective bargaining agreements for the renewal of contracts as a group if the vote is necessary to establish a quorum. If more than one board member is related to a teacher or employee, only the minimum number of board members necessary to establish a quorum may vote. Length of service on the board of education shall be used in order to determine which of these board members shall be allowed to vote when necessary to establish a quorum.

The following relatives of a board member may be employed by the school district:

Aunt/Uncle (third degree)
 Niece/Nephew (third degree)
 Great-grandparent (third degree)
 Great-grandchild (third degree)
 Cousin (fourth degree)

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees, as long as the district's ADM is less than 5,000 students.

REFERENCE: 70 O.S. §5-113, 5-113.1

SCHOOL BOARD MEETINGS

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

1. Regular Meeting – the usual, official legal action meeting held regularly.
2. Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.
3. Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.
4. Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma’s Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

- A quorum must be present in person at the physical meeting site as posted on the meeting notice and agenda.
- The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body and the specific site from which each member of the body shall be physically present and participating in the meeting.
- After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.
- The method of meeting described in the meeting notice shall not be modified prior to the meeting, and the board shall conduct the meeting according to the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.
- In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room located within the district or political subdivision from which they are elected, appointed, or are sworn to represent. Each site or room where a member of the board is present for

a meeting that includes videoconference, shall be open and accessible to the public, and the public shall be allowed into that site or room.

- Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.
- The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.
- Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body.
- All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.
- Executive sessions by videoconference are prohibited.

The regular meeting of the board of education shall be the second Monday of each month at 6:00 p.m. at the Piedmont Administration Building, Board Room, 615 Edmond Road NW, Piedmont, OK 73078. The regular meeting may be changed in accordance with the provisions of the Open Meeting Act.

Business transacted at any special meeting may be for either a specific or a general purpose.

Reference: OKLA. STAT. tit. 25, §§ 304, 307.1 (2021).

EXECUTIVE SESSION

The Piedmont Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be discussed in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. 25 O.S. §307 (B) (1) [including the appointment of an individual to fill a board vacancy pursuant to 70 OS. §5-118]
2. To discuss negotiations concerning employees and representatives of employee groups. 25 O.S. §307 (B) (2)
3. To discuss the purchase or appraisal of real property. 25 O.S. §307 (B) (3)
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation or proceeding in the public interest. 25 O.S. §307 (B) (4)
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian. 25 O.S. §307 (B) (5)
6. To discuss matters involving a specific handicapped child. 25 O.S. §307 (B) (6)
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws. 25 O.S. §307 (B) (7)
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures. 25 O.S. §307 (B) (8)
9. To discuss the following, all of which should be cited 25 O.S. §307 (B) (9)
 - A. The investigation of a plan or scheme to commit an act of terrorism;
 - B. Assessment of the vulnerability of government facilities or public improvements to an act of terrorism;
 - C. Plans for deterrence or prevention of a protection from an act of terrorism;
 - D. Plans for response or remediation after an act of terrorism;
 - E. Information technology of the public body but only if the discussion specifically identifies:
 1. Design or functional schematics that demonstrate the relationship or connections between devices or systems;
 2. System configuration information;

EXECUTIVE SESSION, CONT.

3. Security monitoring and response equipment placement and configuration;
4. Specific location or placement of systems, components, or devices;
5. System identification numbers, names, or connecting circuits;
6. Business continuity and disaster planning, or response plans; or
7. Investigation information directly related to security penetrations or denial of services; or

F. The investigation of an act of terrorism that has already been committed.

The term “terrorism” means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into granting illegal political or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism. (21 O.S. §1268.1)

No cation, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive session, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: **25 O.S. §307**
 70 O.S. §5-118
 Attorney General Opinion 82-114 (April 12, 1982)

NOTE: The “unless they are operating under an existing agreement to represent the public body” does not go into effect until November 1, 2015.

**BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)**

Members of the public shall be allowed to attend all meetings of the board of education. In addition, the board of education will have an item on every regular board meeting agenda that affords citizens the right to speak. Any individual wishing to address the board shall sign in with the board minutes clerk prior to the start of the meeting. The president of the board will then acknowledge only those individuals whose names are listed to address the board. The board will set a maximum time of twenty-one minutes at each regular meeting for public comment. Those wishing to speak will be limited to three minutes. Speakers will be allowed to address the board in the order they signed in with the board minutes clerk. The president of the board may extend the time limits if necessary.

Board Meeting: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

EVALUATION OF THE SUPERINTENDENT

The board of education, in recognition of its accountability to the community and its obligations under state law, will conduct a formative evaluation each quarter and a summative evaluation annually of the superintendent. The evaluation shall be conducted toward the goal of improving the school district through an improving superintendency.

Members of the board will first evaluate the superintendent independently, using the evaluation instrument adopted by the board for this purpose. The board will convene in executive session to discuss the evaluations and to prepare a summative evaluation. The summative evaluation will be discussed by the full board and the superintendent. The board and the superintendent will each retain a copy of the written evaluation.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;
2. Help the board evaluate its work in planning the educational program in our community; and
3. Strengthen the working relationship between the board and the superintendent by providing regular evaluative communication.

GRANT POLICIES AND PROCEDURES

GRANT SUBMISSIONS

A grant offer and acceptance constitutes a contractual agreement between the grantor (funding source) and the grantee (teacher, school, department, or district). This agreement should not be entered into without appropriate approval.

Applicants must obtain approval from the Superintendent prior to submitting a grant proposal or application to **any** funding source. To ensure that each proposal from the school district represents the highest quality possible, the final draft of each grant application will be reviewed by the Superintendent or designee. Proposals requiring approval or signature of the Board of Education must be submitted a minimum of two (2) weeks prior to a board meeting.

NOTICE OF GRANT AWARD OR REJECTION

Upon receipt of a **notice of grant award or rejection** from the funding agency, the applicant will send a copy to the Superintendent. Applicants are also encouraged to send a thank you letter to the funding source even if funding is not awarded during this grant cycle.

If the grant is awarded, the superintendent or designee will meet with the applicant to establish a grant budget. Grant funds cannot be expended until a budget has been established. Grant recipients will adhere to all fiscal and programmatic reporting requirements imposed by the funding source.

The superintendent will establish and maintain the official files for all grant awards. Files must be kept for five years after the conclusion of the grant.

After the Board of Education accepts grant funding from governmental agencies, private companies, organizations, and foundations for various educational programs or projects, the funds will be budgeted for each program or project according to the amount and regulations of the grant awarded.

This district will have internal control systems to provide reasonable assurance that it is managing federal financial assistance programs in compliance with applicable laws and regulations as directed by the State Department of Education. Methods and procedures will be in place to minimize the time elapsed between the transfer of funds from the State and the disbursement of these funds by the district.

Whenever possible the superintendent will provide a formal request for quotes or accept bids for goods or services that will be purchased with the grant funds. Goods and services received in consideration for grant funds will be monitored and careful consideration will be provided as to the quality of the goods received and/or the performance of services rendered prior to the district entering into future contracts for goods and services.

The district will maintain financial records of all expenditures made from the grant funds and such records will be available for inspection and will be deemed to be public records. These records, whenever practicable, shall be collected, transmitted and stored electronically.

Legal Reference: 2 C.F.R. 200.302

INTERNAL CONTROLS

The Board of Education directs all school district personnel to maintain appropriate internal controls in accordance with this policy. Internal Controls are to be an integral part of the school district's financial and business policies and procedures. The objectives of internal controls are:

- Protecting resources against waste, fraud, and inefficiency;
- Ensuring accuracy and reliability in accounting and operating data;
- Securing compliance with the policies of the organization;
- Ensuring compliance with applicable laws and regulations;
- Evaluating the level of performance in all organizational units of the organization;
- Providing management with reasonable assurance that all leave and payroll transactions are authorized, valid, complete and accurate;
- Safeguarding leave and payroll documents from theft, loss and destruction; and
- Internal controls are simply good business practices.

Internal controls are the practices performed by employees to provide the board of education with reasonable assurance that assets are safeguarded and transactions are authorized, valid, complete and accurate.

Internal control systems operate at different levels of effectiveness. Determining whether a particular internal control system is effective is a judgment resulting from an assessment of whether the five components – Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring – are present and functioning. Effective controls provide reasonable assurance regarding the accomplishments of established objectives.

The Superintendent or designee shall evaluate and monitor compliance with statute, regulations and the terms and conditions of federal awards. When instances of noncompliance are identified, the Superintendent or designee shall take prompt action. All school personnel shall take reasonable measures to safeguard personally identifiable information that is protected by state or federal law.

Control Environment

The control environment, as established by the organization's administration, sets the tone of an institution and influences the control consciousness of its people. Leaders of each department, area or activity establish a local control environment.

Risk Assessment

Every entity faces a variety of risks from external and internal sources that must be assessed. A precondition to risk assessment is the establishment of objectives, linked at different levels and internally consistent. Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed. Because economic, regulatory and operating conditions will continue to change, mechanisms are needed to identify and deal with the special risks associated with change.

The process of identifying and analyzing risk is an ongoing process and is a critical component of an effective internal control system. Attention must be focused on risks at all levels and necessary actions must be taken to manage. Risks can pertain to internal and external factors. After risks have been identified, they must be evaluated.

Managing change requires a constant assessment of risk and the impact on internal controls. Economic, industry and regulatory environments change and entities' activities evolve. Mechanisms are needed to identify and react to changing conditions.

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Control Activities

Control activities are the policies and procedures that help ensure management directives are carried out. They help ensure that necessary actions are taken to address risks to achievement of the entity's objectives. Control activities occur throughout the organization, at all levels, and in all functions. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

Control activities usually involve two elements: a policy establishing what should be done and procedures to effect the policy. All policies must be implemented thoughtfully, conscientiously and consistently.

Information and Communication

Pertinent information must be identified, captured and communicated in a form and time frame that enables people to carry out their responsibilities. Effective communication must occur in a broad sense, flowing down, across and up the organization. All personnel must receive a clear message from top management that control responsibilities must be taken seriously. They must understand their own role in the internal control system, as well as how individual activities relate to the work of others. They must have a means of communicating significant information upstream.

Monitoring

Internal control systems need to be monitored – a process that assesses the quality of the system's performance over time. Ongoing monitoring occurs in the ordinary course of operations, and includes regular management and supervisory activities, and other actions personnel take in performing their duties that assess the quality of internal control system performance.

The scope and frequency of separate evaluations depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top administration and governing boards.

Internal control systems change over time. The way controls are applied may evolve. Once effective procedures can become less effective due to the arrival of new personnel, varying effectiveness of training and supervision, time and resources constraints, or additional pressures. Furthermore, circumstances for which the internal control system was originally designed also may change. Because of changing conditions, management needs to determine whether the internal control system continues to be relevant and able to address new risks.

Responsibility

It is the responsibility of the superintendent and board of education to work together to develop and implement a system of internal controls. However, everyone within the school district has some role in internal controls. The roles vary depending upon the level of responsibility and the nature of involvement by the individual. The Board of Education, Superintendent, and administrative staff establish the presence of integrity, ethics, competence and a positive control environment. The employees of the district have oversight responsibility for internal controls within their areas. Each employee is to be cognizant of proper internal control procedures associated with their specific job responsibilities and is responsible for complying with internal controls.

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Components of the Control Activity

Internal controls rely on the principle of checks and balances in the workplace. The following components focus on the control activity:

Personnel need to be competent and trustworthy, with clearly established lines of authority and responsibility documented in written job descriptions. Organizational charts provide a visual presentation of lines of authority and periodic updates of job descriptions ensures that employees are aware of the duties they are expected to perform.

Authorization Procedures need to include a thorough review of supporting information to verify the propriety and validity of transactions. Approval authority is to be commensurate with the nature and significance of the transactions and in compliance with School District policy.

Transactions should be authorized and executed by persons acting within the range of their authority.

- Policies and procedures should clearly identify which individuals have authority to approve different types of transactions.
- Authority comes with accountability and responsibility.
- Individuals should understand what they are approving. Individuals should have firsthand knowledge of transactions being approved, or they should review supporting information to verify the propriety and validity of transactions.
- Authorization of adjustments should be timely.
- Authorization for leave, overtime and change of work schedule should be obtained in advance and in writing.
- Authorization should be from at least one level above.
- Employees should not authorize their own transactions.
- Adjustment documents should proceed directly for processing after approval by a supervisor and not return to the employee where it can be falsified. Many frauds occur after approval.
- Supervisors should not sign blank forms.
- The supervisor and employee should initial corrections or adjustments.
- Delegation of authority in writing is required for grants and recommended for other budgets.
- Leave and payroll documents should proceed directly for processing after approval by a supervisor and not returned to the employee where they can be falsified. Many frauds (i.e. unauthorized or excessive overtime hours charged) occur after approval.
- Supervisors should not sign blank timesheets or leave request forms.
- Corrections or adjustments should be initialed by the supervisor and employee.

Segregation of Duties reduce the likelihood of errors and irregularities. An individual is not to have responsibility for more than one of the three transaction components: authorization, custody, and record keeping. When the work of one employee is checked by another, and when the responsibility for custody for assets is separate from the responsibility for maintaining the records relating to those assets, there is appropriate segregation of duties. This helps detect errors in a timely manner and deter improper activities; and at the same time, it should be devised to prompt operational efficiency and allow for effective communications.

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Physical Restrictions are the most important type of protective measures for safeguarding school district assets, processes and data.

Documentation and Record Retention is to provide reasonable assurance that all information and transactions of value are clearly, thoroughly, and accurately recorded and retained. Records are to be maintained and controlled in accordance with the established retention period and properly disposed of in accordance with established procedures.

Monitoring Operations is essential to verify that controls are operating properly. Reconciliations, confirmations, and exception reports can provide this type of information.

Reconciliation is the process of comparing the entries in the general ledger to supporting documentation and resolving any discrepancies or differences. Accounts Payable, Accounts Receivable, and Cash, Property depreciation, Interest Income and other.

An independent person should perform a reconciliation of the district financial records at least annually and when an employee transfers, requests extended leave without pay, or separates employment from the school district.

Risk Assessment

The process of assessing risk is an opportunity for management and directors to look at their operations, determine the areas of significant risk, and evaluate what actions can be taken to minimize the risk and enhance the effectiveness and efficiency of the operation, while following applicable laws and regulations. The risk assessment and internal control evaluation can be integrated into the strategic planning process and program review.

All levels of the organization should participate in an annual risk assessment. The process of assessing risk is an opportunity for review of operations, determination of the areas of significant risk, and evaluation of what actions can be taken to minimize the risk and enhance internal controls.

Determination of an effective means of managing the risks, determining the likelihood of occurrence, minimizing the risks, and providing compensating controls is management's responsibility.

Managing an Audit

These are suggestions when interacting with auditors, to expedite the audit process while minimizing disruptions to day-to-day departmental operations. It is important to both the auditors and the departments to have accurate and objective audit results.

- Designate an audit liaison person (Department manager).
- Clarify the audit object and scope (areas to be tested and period covered by the audit).
- Determine auditor needs (records, workspace, and resources).
- Consider giving the auditor a general tour of your facilities.

Access to Records by Auditor

Ensure original documents do not leave department premises without prior approval. If a request is ambiguous, ask the auditor for the purpose of reviewing the document. Be prepared to recommend alternate documents that would achieve the auditor's purpose. Unless absolutely necessary, do not allow full access to your file drawers, storerooms, etc. Auditors are expected to obtain permission and state their objective for accessing these areas. Have documents

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available upon their arrival. Maintain a list of records provided to the auditor. Review records you are providing to anticipate questions. If records will hurt the School District's interest, notify department management of the issue.

Responding to Audit Findings

Keep informed of issues throughout the audit. Ensure an exit interview is held. Use it to verify facts and respond to the audit. Ask a representative from the Treasurer's Office to attend if there are questioned or disputed findings. Ask for time to review findings, and then re-verify calculations and source data. Concede valid findings, but do not speculate on whether they apply to other areas on campus. Discuss with the auditor the dispositions of audit issues, i.e. verbal comment, exit item, management summary or report item. If necessary, appeal the auditor's conclusion with their supervisors.

"Must Do" Management Actions
'Hard' Controls (Mandatory Internal Control and Checks and Balances)

1. Use only original signatures to approve documents.
2. Provide departmental reports
 - a. Review and document the reconciliations of the monthly department financial statements to the appropriate supporting documents to assure all items are authorized School District purchases/charges.
 - b. Budget the best annual estimate of the department's earnings and expenditures.
 - c. Compare actual results to the budget and follow up significant variances.
3. Issue Payroll
 - a. Reconcile labor distribution reports to timesheets/exception reports (including reconciling leave accrual amounts to leave slips).
 - b. Collect from Staff & Administration a signed Attendance Calendar for each pay period.
 - c. Collect from nonexempt and exempt staff a signed Attendance Calendar for each pay period.
 - d. Collect from hourly classified and student employees a signed positive timesheet for each pay period.
 - e. Have supervisors with direct knowledge of the actual time worked sign Attendance Calendars and positive timesheets.
 - f. Review the monthly departmental labor distribution report and reconciliation.
 - g. Budget the best annual estimate of the department's labor expenses.
4. Separate incompatible duties (e.g. pro-card holder/approval authority, cash receipts handling/accounts receivable posting, payroll preparation/verification, etc.) among different department staff members.
5. Identify active/inactive research accounts used by departmental faculty, and assure/implement a process through which the activity (including personnel requisitions, expenditures, and document retention) is approved by the Principle Investigator (PI) and periodically reviewed by the department chair and that this process is in accordance with School District and funding source (grant, department program, etc.) requirements (capital equipment approval, contract approval, etc.). Ensure that inactive project grants are closed according to School District procedures.
6. Count and balance your petty cash/change fund as determined necessary, and reconcile (by another person) as appropriate.
7. Issue Cash Receipts
 - a. Deposit daily or periodically with the Cashier's Office any cash/checks received in your department as authorized in the policy and procedures manual.
 - b. Issue a pre-numbered receipt for all cash transactions.
 - c. Collect sales tax when taxable goods are sold.

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- d. Use a cash receipts form for all checks and cash and submit them to the central office for deposit.
- e. Safeguard cash and checks against theft or loss.
- 8. Review purchases
 - a. Review in detail the supporting documentation for any action that you authorize, approve, review, or sign.
 - b. Use the School District account for as much of the departmental purchasing needs as possible.
 - c. Establish a mechanism for ensuring that all departmental purchases are appropriate.
 - d. All contracts and credit applications require Treasurer's Office approval.
 - e. **Always submit original receipts as proof of payment.**
- 9. List and account for each equipment asset and its location valued at less than \$25,000 (assets not included on the School District's inventory listing).
- 10. Reconcile external bank accounts and credit card transactions (if applicable) at least monthly.
 - a. Establish procedures to ensure that cardholders comply with the reimbursable business expense policy.

'Soft' Controls (Internal Controls to Strengthen Oversight and Encourage Compliance)

- 1. Complete an Annual Risk Assessment and/or Internal Control Review at least annually.
- 2. Be familiar with the Policies and Procedures of the School District.
- 3. Avoid circumventing any established internal controls over department operations.
- 4. Review operational processes on a continuous basis for duplication of effort.
- 5. Identify strengths/weaknesses within your employee pool and re-organize duties accordingly to develop a stronger team. Encourage employees to participate in professional development activities.
- 6. Be alert to fraud risks and 'red flags' for fraud occurring in your unit's operations.
- 7. On a regular basis compare/analyze the actual revenue and expenditures to the amount of budgeted revenue/expenditures (i.e. financial analysis).
- 8. Provide relevant financial reports/status updates to appropriate Director on a regular basis.
- 9. Document all reconciliation's, verifications, approvals, etc. to assure a defined audit trail of all transactions exit.

Legal Reference: 2 C.F.R. § 200.303

**POLICY FORBIDDING THE SUPPLANTING OF FEDERAL FUNDS
AND GRANT MONIES FOR LOCAL REVENUE**

The Piedmont Board of Education assures the federal government that payments received from the federal government in the nature of grant programs shall be used solely for such programs and in accordance with the applicable grant regulations. The district will restrict fund uses to the purposes provided in the federal legislation creating the grant. Federal funds received will be used to supplement and, to the extent practical, increase the level of funds that would, in the absence of such federal funds, be made available from non-federal sources for the education of students participating in programs and projects assisted by the federal grants. In no case shall federal grant funds be used to supplant funds received by the district from non-federal sources. State and local funds will be used to provide services in federal grant projects and such services, taken as a whole, will be at least comparable to services provided in district projects that are not receiving federal grant program funds. Comparability applies to schools with more than one building for each grade span.

The school district shall receive federal funding for any fiscal year only if the Oklahoma State Department of Education finds that the local educational agency has maintained the school district's fiscal effort in accordance with maintenance of effort requirements as outlined in section 8521 of ESSA.

The board delegates to the central administration the authority to sign federal grant "assurance statements" that are required for the receipt of federal funds.

Legal Reference: **Sections 1118 and 8521 of ESSA**

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Piedmont Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds, or interest coupons.

The board of education, at its regularly scheduled meeting, shall set aside funds to an operating account and to an investment account. The board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Career and Technology Education. The treasurer shall invest the full amount of the investment account in:

1. Direct obligations of the United States government to the payment of which the full faith and credit of the Government of the United States is pledged; provided, a treasurer of a school district who has completed the appropriate training offered by the State Department of Education may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposit of banks when such certificates of deposit are secured by acceptable collateral;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;
6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof;
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6;
8. Warrants, bonds, or judgments of the school district; or
9. Qualified pooled investment programs, the investment of which consist of those items specified in paragraphs 1 through 8 as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an interlocal cooperative agreement formed pursuant to 70 O.S. § 5-117b and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the board of education.

MANAGEMENT AND INVESTMENT OF FUNDS (Cont.)

Any interest received from investments shall be placed in the general fund from which the investment was made as approved by the board of education at a lawfully convened board meeting.

The treasurer shall place primary emphasis on safety and liquidity in the investment of funds. Taking into account the need to use sound investment judgment, prior to purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies or instrumentalities, the school district shall utilize competitive bids, to the extent practicable. All investments shall be designed to maximize yield within the class of investment instrument, consistent with the safety of the funds invested.

To determine that school funds are properly secured, the treasurer shall have on file collateral pledged, setting forth the par value and market value of such collateral. The board shall utilize said documents in reviewing the investment performance of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting.

**REFERENCE: 62 O.S. §471
70 O.S. §5-115**

ANNUAL BUDGET

The Board shall have prepared and shall adopt the annual budget, keep thorough and accurate accounts and records of all income and disbursements, and prepare, file, and publish all required financial reports and statements, all in accordance with Oklahoma School Law and also in accordance with the rules and regulations of the State Examiner and the State Board of Education.

The financial management and accounting system shall be so organized and operated as to require and assure that:

- A. Receipts shall be issued for all monies received in excess of \$10 for any account or purpose except for individual admissions and lunches.
- B. Monies received shall be deposited in the administrative office in the building the day they are received.
- C. The School Board shall be furnished a monthly financial report of all funds and accounts.

REFERENCE: 68 O.S. §3002**70 O.S. §5-114, §5-129, §5-133, §5-134.1, §5-135, §5-154, §5-155****70 O.S. §5-128, §5-128.1**

ACTIVITY FUNDS

The Piedmont Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. The board will approve any activity fund raising events during the fiscal year.

The school activity fund custodian will be appointed by the board of education. The board shall review on an annual basis the surety bond for the activity fund custodian, which shall be in no case less than one thousand dollars (\$1,000), and such bond shall be filed with the clerk of the board of education.

Annually, the board shall approve the various activity funds, beginning balances, depository bank for fund, authorized signers on the account, and location where interest will be placed.

The superintendent shall cause the activity account to be audited annually by a certified public accountant who will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the assistant custodian of the activity fund and countersigned by the superintendent.

All activity monies shall be deposited with the office of the superintendent. The custodian of such funds shall cause the funds to be deposited by the close of the next business day following receipt of the funds.

The principal shall cause to be kept complete and accurate accounts of all activity funds, and shall see that monthly reports are made to appropriate parties.

The superintendent is directed to establish a regulation governing activity funds. Such regulation, when approved by the board of education, shall be incorporated into this policy and shall become a part hereof.

The board alone has the authority to approve the establishment of accounts by whatever name or style it deems best suited to its needs for the revenue collected.

The board shall prohibit purchases from the activity fund for materials or equipment unless invoices or delivery tickets are furnished.

The board shall require that receipts for collections by the custodian be given proper internal control by using pre-numbered tickets for admission and providing written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents will be filed and kept as documentation for the activity fund by the duly appointed activity fund custodian.

The board shall evaluate and adopt standard forms for the documentation of cash receipts.

The board shall require the custodian to deposit receipts in the local bank in a timely manner as proscribed by statute.

ACTIVITY FUNDS (Cont.)

The board of education of a school district may authorize the custodian of the school activity funds to provide cash advances to the sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances may only come from the school activity fund subaccount directly involved in the travel of such students or sponsor and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts for all expenditures of the cash advances shall be kept and turned in to the custodian of the school activity fund following said trip.

Recognizing that students will also be involved in the collecting and accounting of funds through fund-raising and student activities, the board encourages student participation and instruction in proper accounting procedures.

The board further requires the following procedures for the activity fund account:

1. The accounting system will be under the direction of one individual (activity fund custodian), who is responsible for keeping all accounts and preparing all financial reports. The activity fund custodian may delegate some of these duties to a central bookkeeper.
2. Records will be maintained and will include books of original entry, a general ledger, cash receipts records, expenditure records, and subsidiary ledgers.
3. Summary financial reports will be prepared on a monthly and annual basis.
4. Records will reflect that the budget has been planned and adopted cooperatively by students, sponsors, and school officials.
5. A centralized system of accounting and uniform method of handling funds shall be used.
6. Pre-numbered receipts for all money received will be utilized.
7. All money received will be deposited in the bank in a single account, in the name of Piedmont School Activity Fund.
8. All expenditures will be substantiated by an invoice or a signed receipt.
9. Pre-numbered checks will be used for all disbursements.
10. Two designated signatures will be required to authorize each expenditure.
11. All spoiled pre-numbered receipts will be marked void and will be retained.

REFERENCE: 70 O.S. §5-129, §5-129.1

70 O.S. §22-103

**PIEDMONT PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
UNDER OKLAHOMA STATUTE title 70 & 5-129.1**

This is a request for sanctioning by the applicant organization to the Board of Education of the Piedmont School District, pursuant to which the funds collected by the applicant organization are exempt from the statutory controls over school activity funds. The applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant Organization: _____
Mailing Address: _____
Organization's Taxpayer I.D. No: _____

Are you a 501(c)3 or incorporated organization?: _____ Yes _____ No

Type of Sanction Requested: _____ Type A _____ Type B
Applicant's representative from who additional information may be obtained (include, at a minimum, both the President and Treasurer):

President

Treasurer

Name: _____
Address: _____

Name: _____
Address: _____

Phone: (cell) _____ (home) _____

Phone: (cell) _____ (home) _____

Email: _____

Email: _____

Applicant's Purpose, Goals, Organizational Structure, and membership requirements: _____

District employee contact (name and title): _____

List titles and dates of courses attended on financial management (include name and title of current officers who attended).

Describe how the School District and its students will benefit if the applicant is sanctioned: _____

We agree, if sanctioned, as **per Board Policy CFBB**, to follow proper bookkeeping procedures, and to ensure the safeguarding of all assets. We the officers, also agree to annually issue by January 15 all appropriate IRS tax forms including 1099s and W-2s filed with the IRS and the Oklahoma Tax Commission, and to provide copies to the Superintendent or Superintendent's Designee at the same time. We the officers, agree the organization will not hire or pay Piedmont Public School's employees. We understand the district prohibits booster club/PTAs from hiring district employees. Applicants certify that the organization does not and will not discriminate with respect to benefits, membership, programs, operation or organization on the bases of race, gender, age, religion, national origin, or disability.

President of Organization Date

Treasurer of Organization Date

Attach the most recent financial statement and/or financial audit report, of any, for the organization issued by an independent accounting firm or by the organization.

Please send completed applications and copies of most recently issued 1099s, W-2s and tax forms to Superintendent, 713 Piedmont Road North, Piedmont, OK 73078. Any change in officers or tax status must be reported to the district by completing a revision and submitting it to the Superintendent or the Superintendent's Designee within 30 days.

Please submit applications to Superintendent by July 15. The deadline is October 15.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

The Board of Education of the Piedmont Public School District believes that student achievement programs and parent/teacher associations and organizations can advance the educational goals of the Board and offer a benefit to the students of the district. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent/teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent/teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma school Code, OKLA. STAT. title 70, § 5-129.

The Board will establish two categories of student achievement programs, parent-teacher associations, or organizations for sanctioning purposes:

Type A: The Board may sanction any student achievement programs, parent-teacher associations, or organizations that is organized to maintain bank and financial status separate from the school activity fund if that program, association, or organization satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form (Policy CFBA)

1. All funds raised by the program, association, or organization will be used to achieve the stated purposes and goals of the program, association, or organization. No administrative fees or stipends to officers, school employees or others will be permitted.

Type B: The Board may sanction any student achievement programs, parent-teacher associations, or organizations that is organized to maintain bank and financial status as a subaccount in the school activity fund if that program, association, or organization satisfies and accepts the requirements outlined in this policy and on the application for sanctioning form (Policy CFBA) with the following requirements:

1. The program, association, or organization would agree to deposit receipts from all sources into its activity fund subaccount.
2. All funds raised by the program, association, or organization will be used to achieve the stated purposes and goals of the program, association, or organization. No administrative fees or stipends to officers, school employees or others will be permitted.

SANCTIONING GUIDELINES FOR TYPE A

- A. The district may sanction student achievement programs and parent/teacher associations and organizations that, according to the Board of Education's determination, advance the educational objectives of the district, are beneficial to students and meet the requirements of this policy.
- B. In determining whether a student achievement program or a parent/teacher association or organization should be sanctioned by the district, the Board of Education may consider:
 - (1) if the program, association or organization promotes activities that are an extension, expansion or application of the district curriculum;

**SANCTIONING OF PARENT ORGANIZATIONS
AND BOOSTER CLUBS (Cont.)**

- (2) if the program, association or organization assists student government or activities in carrying out special projects or responsibilities;
 - (3) if the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board of Education;
 - (4) supplemental information provided by the student achievement program or by a parent/teacher association or organization in support of its application. A booster club shall support a program, team, club or organization and not duplicate the mission of another previously sanctioned organization.
- C. A written statement by a student achievement program or by a parent/teacher association or organization to the Board of Education requesting sanctioning shall include the following:
- (1) a statement of its purpose, goals, organizational structure and membership requirements;
 - (2) a detailed statement of how the district and its students will benefit if the organization is sanctioned;
 - (3) a statement of nondiscrimination consistent with all state and federal laws;
 - (4) a financial audit, which have been performed on such program, association or organization by an independent accounting firm or any other audit process;
 - (5) a statement from the president and treasurer that they will follow proper bookkeeping practices to ensure the safeguarding of all assets, file all necessary IRS forms including 1099s and W-2s;
 - (6) the written application (Policy CFBA) to obtain or renew is due to the Superintendent or designee by each July 15. A revised application must be filed annually within 30 days of any change in organization officers;
 - (7) the organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the Board of Education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization.
- D. The written application shall be submitted to the Superintendent or designee for preliminary review. After the program, association or organization's written application has been reviewed by the Superintendent or designee, the Superintendent shall make a recommendation to the Board of Education. The Board shall review the written statement and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable. The organization has the option of reapplying for sanctioning.

**SANCTIONING OF PARENT ORGANIZATIONS
AND BOOSTER CLUBS (Cont.)**

- E. In order to maintain the status of a sanctioned program, association or organization in accordance with this policy, the Superintendent or the Board of Education may require from any such program, association or organization that financial and performance audits by an independent accounting firm be performed on an annual basis on the program, association or organization. If required by the Superintendent or the Board of Education, the audits or any other requested information shall be submitted to the Superintendent within 90 days of the request. The submitted audits, other financial statements or other information shall be reviewed to determine if the program, association or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.
- F. The Superintendent or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon the request. If required, the audits or any other requested information shall be submitted within five (5) days to the Superintendent or designee.
- G. The Board of Education may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the district. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
- H. The sanctioning of any program, association or organization under this policy by the Board of Education, is not intended to reflect any opinion by the Board or any employee of the district that the financial, performance or other records of the program, association or organization are accurate or should be relied on by any person in any manner. Further, the Board of Education and all employees of the district specifically disclaim any and all liability for any obligation, loss of funds, misfeasance or malfeasance of any representative of any program, association or organization sanctioned under this policy.
- I. Sanctioned organizations may not use the district's tax ID number.
- J. Due to filing and reporting obligations imposed on the district by the IRS, sanctioned organizations shall not employ and/or pay district employees or hire independent contractors or outside employees without prior written approval by the Superintendent or designee.
- K. Sanctioned organizations must issue all appropriate I 099s, W-2s and all other annual tax forms as required by law and shall submit copies of such filed tax forms to the Superintendent or designee no later than January 15 of each year.
- L. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.
- M. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board.

**SANCTIONING OF PARENT ORGANIZATIONS
AND BOOSTER CLUBS (Cont.)**

- N. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the Superintendent or the Board of Education for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

SANCTIONING GUIDELINES FOR TYPE B

- A. The district may sanction student achievement programs and parent/teacher associations and organizations that, according to the Board of Education's determination, advance the educational objectives of the district, are beneficial to students and meet the requirements of this policy.
- B. In determining whether a student achievement program or a parent/teacher association or organization should be sanctioned by the district, the Board of Education may consider:
- (1) if the program, association or organization promotes activities that are an extension, expansion or application of the district curriculum;
 - (2) if the program, association or organization assists student government or activities in carrying out special projects or responsibilities;
 - (3) if the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the Board of Education;
 - (4) supplemental information provided by the student achievement program or by a parent/teacher association or organization in support of its application. A booster club shall support a program, team, club or organization and not duplicate the mission of another previously sanctioned organization.
- C. A written statement by a student achievement program or by a parent/teacher association or organization to the Board of Education requesting sanctioning shall include the following:
- (1) a statement of its purpose, goals, organizational structure and membership requirements;
 - (2) a detailed statement of how the district and its students will benefit if the organization is sanctioned;
 - (3) the written application (Policy CFBA) to obtain or renew is due to the Superintendent or designee by each July 15. A revised application must be filed annually within 30 days of any change in organization officers.

**SANCTIONING OF PARENT ORGANIZATIONS
AND BOOSTER CLUBS (Cont.)**

- (4) the organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the Board of Education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization.
- D. The written application shall be submitted to the Superintendent or designee for preliminary review. After the program, association or organization's written application has been reviewed by the Superintendent or designee, the Superintendent shall make a recommendation to the Board of Education. The Board shall review the written statement and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and non-appealable. The organization has the option of reapplying for sanctioning.
- E. The Board of Education may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the district. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
- F. The sanctioning of any program, association or organization under this policy by the Board of Education, is not intended to reflect any opinion by the Board or any employee of the district that the financial, performance or other records of the program, association or organization are accurate or should be relied on by any person in any manner. Further, the Board of Education and all employees of the district specifically disclaim any and all liability for any obligation, loss of funds, misfeasance or malfeasance of any representative of any program, association or organization sanctioned under this policy.
- G. Due to filing and reporting obligations imposed on the district by the IRS, sanctioned organizations shall not employ and/or pay district employees or hire independent contractors or outside employees without prior written approval by the Superintendent or designee.
- H. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.
- I. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board.
- J. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the Superintendent or the Board of Education for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.

THIS POLICY REQUIRED BY LAW

AUDITOR

It is the policy of the Piedmont Board of Education to employ an auditor for the district. The auditor shall serve at the discretion of the board and for such compensation as the board may determine. The auditor's duties will be to assist the board in preparing district budgets and to make such reports as may be required.

The board of education will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall be a financial audit and a compliance audit of all school district funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the board at more frequent intervals.

A written report of the audit shall be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

REFERENCE: 70 O.S. §22-103, et seq.

SALARY DEDUCTIONS

Employees wishing to change any part of their payroll deduction options may do by giving written notice to the administration at least two (2) weeks prior to the next payroll date.

Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. The school district is required to make payroll deductions for professional organization dues and political contributions upon the request of any employee. Such deductions shall be on a ten-month basis unless otherwise designated by the employee organization. Other deductions may be authorized by the Piedmont Board of Education upon request and authorization of the employee.

However, a school employee may request in writing at any time for the district to immediately terminate or initiate payroll deductions to a professional organization. Within five (5) business days of receipt of a request or by the next pay period, whichever is earlier, the district shall terminate or initiate any future payroll deductions of the requesting employee to a professional organization. Within fifteen (15) business days of receipt of a request, the district shall notify the professional organization of the initiation or termination of payroll deductions. If the request is to terminate a deduction, the district shall not make any advance payments to any professional organization of any future dues on behalf of the employee.

REFERENCE: 70 O.S. §5-139
70 O.S. §6-101.1

PURCHASING AND DISTRIBUTION

It is the policy of the Piedmont Board of Education that purchasing and distribution shall be under the supervision of the superintendent. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of \$20,000.00 or less.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

Purchase orders are required for all expenditures. Purchase orders may be adjusted by 15% up to a maximum of \$1,000. Adjustments to purchase orders in excess of \$1,000 shall require Board approval.

REFERENCE: 21 O.S. §355

57 O.S. §549.1

62 O.S. §371

70 O.S. §5-123

70 O.S. §5-124

70 O.S. §5-129

70 O.S. §5-135

BIDS AND QUOTATIONS

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. If a public construction contract is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

Public construction contracts for less than \$2,500 for minor maintenance or minor repair work may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principle and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

**REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123**

DISPOSAL OF SURPLUS SCHOOL PROPERTY

The Superintendent or designee shall be authorized to dispose of all obsolete, excess, and unusable equipment as prescribed by Oklahoma School Law and shall report all such transactions to the Board. A public auction shall be conducted at times designated by the Board for such purpose. Other disposal methods allowed by law include sale, exchange, lease, lease-purchase, and sale and partial lease back. One of these disposal methods may be used if a greater financial benefit can be gained.

A list of furniture and/or equipment to be disposed of, the approximate age of equipment and/or furniture and reason for request for disposal shall be submitted to the superintendent prior to presenting to the Board.

All equipment will be removed from the inventory system after board approval.

Reference: 74 O.S. § 62
62 O.S. § 120.1

DRUGS, ALCOHOL AND CONTRABAND SEARCHES (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the searching of school property by search dogs.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

All lockers, vehicles, and school desks are subject to search. If a search dog indicates the possible presence of any material that the dog is trained to detect, that area or place or object will be further searched by designated school personnel.

No student, employee, or other person will be the target of a search by a search dog unless reasonable suspicion exists with regard to that particular person. However, if the search dog indicates the possible presence of material that the dog is trained to detect is contained in a locker, desk, or vehicle, a further search will be conducted by designated school personnel. This search will be of the cold weather outerwear, purse, containers, or other items of concealment in the possession of the student assigned to that locker or desk or driving that vehicle.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include suspension. No disciplinary action will be taken without appropriate due process. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered in the possession of a minor student.

Strip searches or removal of any clothing other than cold weather outerwear are prohibited.

REFERENCE: 70 O.S. §24-102

SAFETY DRILLS

The school District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Security drills. A minimum of four (4) security drills shall be conducted at each site within the school district each school year. No security drill can be conducted at the same time of day as a previous security drill in the same school year, and no more than two drills shall be conducted in the same semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school.
2. Fire drills. Each school site shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
4. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation and completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the Site Fire Marshall or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Oklahoma School Security Institute.

REFERENCE: 70 O.S. § 5-148
70 O.S. § 5-149

*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

24/7 TOBACCO FREE ENVIRONMENT POLICY

The Piedmont Board of Education understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and second-hand smoke. We want to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles and during any school sponsored functions held off campus.

This policy is intended to improve the health and safety of all individuals using the schools.

“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes e-cigarettes/ vaping devices or any other product packaged for smoking or the simulation of smoking.

This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (ballgames, concerts, etc.) and any outside agency using the district’s facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week.

Enforcement

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.

Students found in violation of the policy will have their parents contacted for a first violation. Second offense will include disciplinary action, to include, but not limited to community service and tobacco education programs. Information from the Oklahoma Tobacco Helpline will be provided to students in violation of this policy in order to provide a resource for tobacco cessation.

Staff members who violate the regulation shall be subject to disciplinary action in accordance with the employee bargaining agreements. Information about the Oklahoma Tobacco Helpline will be provided to staff members in violation of this policy in order to provide a resource for tobacco cessation.

Visitors who violate this policy shall be subject to verbal request to the individual to stop. If the person refuses to stop, the individual will be requested to leave. If the person refuses to leave, they will be referred to local authorities.

In addition, the Piedmont Board of Education will not accept any donations of gifts, money, materials from the tobacco industry. This district will not participate in any type of services that are funded by the tobacco industry.

REFERENCE: 21 O.S. §1247
63 O.S. §1-1522, et seq.
20 U.S.C. §6083

SAFETY PROGRAM

It is the policy of the Piedmont Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events. Written plans and procedures will be prepared for the protection of students, faculty, administrators, and visitors from both natural and man-made disasters and emergencies. The written plans and procedures will be reviewed and revised as needed. A copy of the district's disaster/emergency plan will be provided to appropriate local emergency management officials.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, each school district site shall select a Safe School Committee composed of at least seven members. The committee will include teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.
5. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet annually. The principal shall give consideration to recommendations of the committee.

SAFETY PROGRAM (Cont.)

REFERENCE: 63 O.S. §681
70 O.S. §1-107
70 O.S. §24-100

NOTE: Burning candles on school property may lead to a potentially dangerous situation. As a result, the State Fire Marshal and the State Department of Education are encouraging school districts to prohibit the burning of candles on school property.

EQUIPMENT ACCOUNTABILITY

It is the policy of the Piedmont Board of Education that each teacher shall be charged with the responsibility of accounting for equipment or supplies used by the teacher.

Inventories will be made of all equipment, books, furniture, computing devices and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent.

No school equipment may be removed from the school for non-school use without the approval of the superintendent or designee. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

Equipment purchased with federal funds shall be utilized in the program or project for which it was acquired as long as needed. When no longer needed for the original program or project, the equipment can be utilized in other programs or projects which are approved by the superintendent or designee. Prior to any sale of property, the board of education will need to vote to declare the property as surplus. When acquiring replacement property, the school district may utilize the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Any property that is purchased with federal funding is the property of the school district and should be identified on inventory lists with a description of the property, a serial number or other identification number, the source of funding for the property, the acquisition date, and the cost of the property, the location, use and condition of the property, any ultimate disposition information including the date of disposal and sale price of the property. Any sale of property that was purchased with federal funding must ensure the highest possible return for the school district and adhere to district policy regarding sale of personal property.

**REFERENCE: 70 O.S. §5-130
2 C.F.R. §§ 200.33, 200.94, 200.20 and 200.313.
Department of Education, Administrator's Handbook**

BUILDINGS, EQUIPMENT, AND GROUNDS

The Piedmont Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

Citizens of the district, students, and members of the police department are encouraged to cooperate in reporting to the chief of security any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Every employee of the district shall report to the principal of the school - and the principal in turn to the chief of security - any incident of vandalism known to them, and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

The superintendent shall have authority to let contracts for minor repair work not exceeding \$10,000.00. Contracts beyond minor repair shall require board approval.

For public use of school property, see the policy on the community use of school property located elsewhere in this manual (see policy GK).

The school district shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under 18 years of age, living with the parents at the time of the act, who commits any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the school district. The amount of damages awarded shall not exceed \$2,500.00.

REFERENCE: 23 O.S. §10

SCHOOL TRANSPORTATION SCHOOL BUS IDLING POLICY

The Piedmont School District seeks to eliminate all unnecessary idling by school buses, such that idling time is minimized in all aspects of bus operation.

When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, buses should be turned off as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:

- A. Extreme weather conditions
- B. Idling in traffic.

At school bus depots, limiting the idling time during early morning warm-up to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.

Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.

FOOD ALLERGY GUIDELINES (REGULATION)

The following guidelines are designed to reduce the risk of exposure to potentially life-threatening food allergens for our growing number of students with severe allergies. It is the district's goal to provide a school setting that minimizes the risk of accidental exposure while maintaining a safe, positive educational environment for all students.

Impact on the School

Every school should expect at some point to have students with food allergies. Schools must be prepared to deal with food allergies and the potential for anaphylaxis.

The student with an undiagnosed food allergy may experience a first allergy reaction while at school.

When a physician assesses that a child's food allergy will result in anaphylaxis, the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, and may be covered under Individuals with Disabilities Education Act (IDEA) if the allergy management affects the student's ability to make educational progress.

Adequate plans and staff, who are knowledgeable regarding preventive measures and are well prepared to handle severe allergic reactions, can save the life of a child.

Family Responsibility

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help to establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Annually provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child may also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.

FOOD ALLERGY GUIDELINES, REGULATION (Cont.)

7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

Student Responsibility

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergens.
5. Wear a medic-alert bracelet at all times.

School Responsibility

It is the responsibility of school personnel to:

1. Keep informed of and follow all applicable federal laws, including ADA, IDEA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. Include food-allergic students in school activities. Students shall not be excluded from school activities solely based on their food allergies unless those activities pose a legitimate threat to the health of the students.
3. Inform and update all families registered in the district about known allergens in order to minimize the risk of life-threatening exposure. Extracurricular groups using school facilities will also be notified, and shall be excluded from using any area designated as “allergen-free.”
4. Provide all families with a copy of food allergy guidelines as well as a listing of resources regarding food allergies, such as Food Allergy and Anaphylaxis Network (FAAN).
5. Identify a core team of, but not limited to, the child’s physician, school principal, school nurse, teacher, guidance counselor, and food service manager to work with the parents and student (age appropriate) to establish a food allergy action plan specific to that child. Changes will be made as necessary with team participation.
6. Consult with local emergency management personnel to establish and/or update emergency protocols and drill procedures as needed.
7. Educate staff who interact with students with food allergies, on a regular basis so they understand food allergy, can recognize symptoms, can take emergency action, and will work with other school staff to eliminate the use of food allergens in the lunch program, educational tools, arts and crafts projects, or incentives.

FOOD ALLERGY GUIDELINES, REGULATION (Cont.)

8. Identify school personnel who are properly trained to administer medications in accordance with state nursing and Good Samaritan laws governing the administration of emergency medications.
9. Coordinate with the school nurse to assure that medications are stored appropriately (easily accessible, unlocked secure location such as the main office) and that an emergency kit is readily available and contains a physician's standing order for epinephrine.
10. Practice the food allergy action plan as a drill to assure the efficiency/effectiveness of the plan. Emergency protocols shall be updated as needed with team participation.
11. Review the food allergy action plan with core team members and physician as soon as possible following a reaction.
12. Work with transportation department to determine appropriate management of transportation needs.
13. Discuss planned field trips as a team to decide appropriate strategies for managing the child's food allergy. Encourage parents of the child to participate as chaperones.
14. Take seriously threats or harassment against an allergic child.

Everyone's Responsibility

1. Read information made available by the school regarding food allergies. Any questions regarding the food allergy guidelines should be directed to the school principal or school nurse.
2. Understand the seriousness of food allergies and consider how food choices may impact the lives of severely allergic students.
3. Promote understanding, acceptance, and compassion.

PROCUREMENT

It is the policy of the Piedmont Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state or federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- The employee, officer, or agent;
- Any member of his/her immediate family;
- His/her partner;
- An organization which employs or is about to employ any of the above.

Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. Prohibited favors include purchasing items for personal use at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

The superintendent is directed to establish a regulation setting forth acceptable procurement procedures for this district.

Violations of the Code of Conduct will be reprimanded, suspended, or terminated and/or prosecuted as feasible by law.

REFERENCE **Oklahoma Department of Education Directive, dated June 6, 1988**
 74 O.S. §3401, et seq.
 7 CFR 3016
 2 CFR § 200.318

PROCUREMENT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the procurement of products, equipment or supplies that are purchased with state or federal funds for this school district.

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by this school district to purchase the goods, equipment, and services required by the program are as follows:

1. Small Purchase Procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than \$350,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

When small purchase procedures are used, the following conditions, stipulations, and terms must be met:

- A. The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service;
 - B. Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made;
 - C. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term "adequate number" is determined by local market conditions;
 - D. Responses to "requests for quotations" can be in either written form or verbal with a written confirmation;
 - E. Cost plus a percentage of cost method of purchasing is prohibited;
 - F. Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.
2. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment, and services where the aggregate cost is \$350,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district's normal purchasing practices, which results in the aggregate amount of purchases becoming less than \$350,000, must be documented for review and audit purposes.

When competitive sealed bids are used, the following conditions, stipulations, and terms must be met:

- A. The invitation to bid will be publicly advertised;
- B. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;

PROCUREMENT, REGULATION (Cont.)

- C. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;
 - D. All bids will be opened publicly at the time and place stated in the invitations for bid;
 - E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid;
 - F. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;
 - G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;
 - H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;
 - I. Cost plus a percentage of cost method of contracting is prohibited;
 - J. All bids received must be documented and such documentation shall be maintained by this school district with other program records for five years after the end of the fiscal year to which they pertain.
3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal.

When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

- A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;
- B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;
- C. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;
- D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;
- E. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;
- F. Cost plus a percentage of cost method of contracting is prohibited;

PROCUREMENT, REGULATION (Cont.)

	<u>Federal Procurement Thresholds</u>	<u>SFA/Sponsor</u>
Micro-purchasing	Less than \$15,000	Less than \$15,000
Equipment	Over \$10,000	Over \$10,000
Small/Informal	Between \$15,000 and \$350,000	\$15,001 to Less than \$350,000
Formal	Greater than \$350,000 or any total Food Service Management Contract	\$350,000 or Greater

G. All requests for proposals received must be documented and such documentation shall be retained by the school district with other program records for five years after the end of the fiscal year to which they pertain.

4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.

Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following:

- A. The merchandise or service is available only from a single source;
- B. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation;
- C. After solicitation from a number of sources, competition is found to be lacking.

The institution will take all necessary affirmative steps to assure the minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
- e. Using the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

Micro-purchasing

Purchasing will be conducted at the most restrictive procurement threshold:

PROCUREMENT, REGULATION (Cont.)

NOTE: Institutions cannot divide purchases to fall below simplified acquisition threshold to avoid formal procurement methods.

Buy American Provision

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.C. 1760) to require SFAs participating in the NSLP and SBP in the contiguous United States ***to purchase for those programs, to the maximum extent practicable, domestic USDA Foods or products.*** For purposes of this provision, the term ***domestic food commodity or product*** means agricultural USDA Foods produced in the United States and food products processed in the United States ***SUBSTANTIALLY*** using agricultural USDA Foods that are processed and produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term ***SUBSTANTIALLY*** means that over 51 percent of the processed food comes from American produced products. (Reference SP-24-2016)

REFERENCE COB-R

Child Nutrition Procurement Plan

This Procurement Plan will be implemented from this date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

I. GENERAL PROCUREMENT PLAN & CODE OF CONDUCT

It is the policy of the Piedmont Board of Education to follow acceptable practices in the procurement of food, products, supplies, or equipment with state or federal funds for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes, and Department of Education regulations.

The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The following Code of Conduct is expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition reimbursement funds:

- **Conflict of Interest:** No employee, officer, or agent of this school district shall participate in the selection of or in the award or administration of a contract for procurement if a conflict of interest, real or apparent, would be involved. Conflicts arise when the employee, any member of his/her immediate family, partner, or an organization employing any of the above has a financial or other interest in the firm selected for the award.
- **Gratuities & Favors:** Officers, employees, and agents of this school district shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements. This includes a strict prohibition against purchasing items for personal use at cost or at retail value from a vendor.
- **Removal of Property:** No item, food, or beverage purchased with nonprofit school food service funds may be removed from the school premises by school personnel for personal use.
- **Personal Purchases:** The purchase of any food or service from a contractor during the school day for individual/personal use is strictly prohibited.
- **Anti-Kickback Act:** Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

Disciplinary Sanctions: Violations of this Code of Conduct will result in immediate disciplinary action, up to and including formal reprimand by the Board of Education, suspension, termination/dismissal/and/or legal prosecution feasible by law.

II. PROCUREMENT METHODS

The method of procurement used will be determined by the aggregate amount of goods, equipment, and services purchased. "Aggregate" is defined as any purchase or group of purchases (e.g., milk, bread, canned foods, meats) capable of being secured from a single source on a given date or during a purchase period.

1. Micro-Purchase Procedures

Used for the purchase of goods, equipment, and services where the aggregate cost is equal to or less than **\$15,000** (or the current federal/state threshold, utilizing the most restrictive local limit).

- **Competition Strategy:** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the school district considers the price to be reasonable based on recent market research, experience, purchase history, or other baseline information. Documented justification supporting this conclusion must be maintained.
- **Equitable Distribution:** To the maximum extent practicable, micro-purchases must be distributed equitably among qualified, available suppliers.
- **Geographic Preference:** Micro-purchasing is the preferred method when applying geographic preference to purchase unprocessed, locally grown, or locally raised agricultural products from local small businesses.
- **Self-Certification Threshold Option:** The SFA may self-certify a micro-purchase threshold up to \$50,000 on an annual basis in accordance with 2 CFR 200.320(a)(1)(iv). To self-certify, the district must maintain written justification and provide supporting documentation proving qualification as a low-risk auditee, an annual internal institutional risk assessment, or consistency with higher thresholds allowed under Oklahoma state law.
- **Personnel Responsibility:** The Child Nutrition Director / Authorized District Personnel is responsible for managing and documenting micro-purchases.

2. Small Purchase Procedures (Informal Procurement)

Used to purchase goods, equipment, and services where the aggregate cost is greater than \$15,000 and less than the formal simplified acquisition threshold of \$350,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

- The goods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service.
- Written or verbal "requests for quotations" for the goods, equipment, or services to be purchased may be made to an adequate number of qualified sources.
- Responses to requests for quotations can be in either written form or verbal with a written confirmation.

- Product Substitutions: Brand or product substitutions cannot be made at the vendor's discretion. If an item is unavailable, a district-approved alternate must be selected and explicitly documented by PPS personnel.
- Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.

3. Competitive Sealed Bids (Formal Advertising)

Used to purchase goods, equipment, and services where the aggregate cost is \$350,000 or more, or for any total Food Service Management Contract (FSMC). Breaking up purchases with the intent of circumventing formal advertising procedures is strictly prohibited. Conditions include:

- The invitation to bid will be publicly advertised. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids.
- The invitations for bid will clearly define the goods, equipment, or services needed, including comprehensive product specifications and general purchasing conditions.
- All bids will be opened publicly at the time and place stated in the invitations for bid.
- A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid.
- All bids received must be documented and maintained for five years after the end of the fiscal year to which they pertain.

4. Competitive Negotiation/Proposals

Used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible, such as acquiring professional services via a Request for Proposal (RFP). Proposals must be solicited from a minimum of two qualified sources. The RFP will identify all significant evaluation factors and their relative importance. Contracts are awarded to the responsible firm whose proposal is most advantageous to the program, with price as the primary factor.

5. Noncompetitive Negotiation / Sole Source

Procurement through solicitation of a proposal from only one source, used only when procurement is not feasible under micro-purchase, small purchase, or formal competitive methods. Cost plus a percentage of cost method of contracting is strictly prohibited across all procurement methods. Circumstances are limited to:

- The merchandise or service is available only from a single source.
- A public emergency exists and the urgency for the requirement will not permit the delay involved with formal competitive procedures.
- After solicitation from several sources, competition is found to be completely lacking. Every noncompetitive decision must be justified in writing, authorized, and available for state and federal review/audit.

III. OKLAHOMA STATE PROCUREMENT MANDATES***Oklahoma Non-Kickback Affidavit (62 O.S. §310.9):***

*A signed and notarized non-kickback affidavit is strictly required for every invoice or contract payment of **\$25,000 or more**. This must be signed by the architect, contractor, engineer, or person authorized to accept payment on behalf of the supplier, confirming that no district employee or officer has received any kickback or unearned compensation.*

IV. SPECIAL CHILD NUTRITION PROVISIONS**1. Buy American Provision**

In accordance with Section 104(d) of the National School Lunch Act (42 U.S.C. 1760), SFAs participating in the NSLP and SBP in the contiguous United States are required to purchase, to the maximum extent practicable, domestic commodities or products. "Domestic food commodity or product" means an agricultural commodity produced in the United States and food products processed in the United States SUBSTANTIALLY using agricultural commodities produced in the United States. "Substantially" means that over **51 percent** of the processed food components come from American produced products. Limited exceptions must be approved and documented prior to delivery.

2. Geographic Preference

Piedmont Public Schools may apply a geographic preference when procuring unprocessed, locally grown, or locally raised agricultural products (per the Food, Conservation, and Energy Act of 2008). While the use of geographic preference is optional, competitive selection criteria must still ensure full and open competition.

3. Beverage and Snack Agreements & Fluid Milk Protection

In compliance with Public Law 108-265 (Section 102), no agreement or contract may directly or indirectly restrict the sale or marketing of fluid milk products on school premises or at schoolsponsored events at any time. All beverage contracts must be audited to ensure no "Exclusive Pouring Rights" limit competitive milk sales. Any rebates, commissions, or scholarship contributions received from beverage/snack vendors must be credited back to the nonprofit school food service account on a prorated basis.

V. EQUIPMENT PROCUREMENT & PRIOR APPROVAL

Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$10,000. When purchasing equipment using USDA Child Nutrition funds, Piedmont Public Schools must obtain prior written approval from the Oklahoma State Department of Education (OSDE) Child Nutrition Programs division, unless the item is specifically identified on the OSDE Pre-Approved Equipment List.

VI. MANDATORY FEDERAL CONTRACT PROVISIONS

In accordance with 2 CFR 200 Appendix II, all contracts and purchase solicitations funded by federal grants must contain clauses addressing:

- **Contracts > \$10,000:** Must address termination for cause and for convenience by the SFA, including the manner by which it will be affected and the basis for settlement.
- **Contracts > \$150,000 (Clean Air & Water Acts):** Must include compliance with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.
- **Debarment and Suspension:** No contract shall be made to parties listed on the government-wide exclusions in the System for Award Management (SAM.gov).
- **Byrd Anti-Lobbying Amendment:** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification that they have not used federal funds to influence federal actions.
- **Equal Employment Opportunity:** Compliance with E.O. 11246 and Department of Labor regulations is required for all construction contracts.

VII. FORMAL PROTEST PROCEDURES

Any actual or prospective bidder, offeror, or contractor who considers himself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by Piedmont Public Schools may formally protest to the Executive Director of Operations of Piedmont Public Schools. Such protests must be made in writing and received by the Executive Director of Operations. The protesting party must mail or deliver copies of the protest to the Piedmont Public Schools, the State Agency, and other interested parties.

In the event of a timely protest, Piedmont Public Schools shall not proceed further with the solicitation or award of the contract.

A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated.
2. A specific description of each action by Piedmont Public Schools that the protesting party alleges to be a violation of the statutory or regulatory provision identified.
3. A precise statement of the relevant facts, including any issues of law or fact that must be resolved.
4. A statement of the argument and authorities that the protesting party offers in support of the protest.
5. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties.

Piedmont Public Schools may settle and resolve the dispute at any time before the matter is submitted on appeal. If the protest is not resolved by mutual agreement, Piedmont Public Schools shall issue a written determination by letter that details the reasons for the determination and the appropriate remedy or an order declaring a contract void. All documentation on the purchasing process that is the subject of a protest or appeal will be maintained in accordance with the district's retention schedule.

VIII. PROCUREMENT THRESHOLD MATRIX & CHART OF PROCEDURES

Method	Federal Procurement Thresholds	SFA/Piedmont Public Schools Limit
Micro-purchasing	Less than \$15,000	Equal to or Less than \$15,000
Equipment Approval	Over \$10,000	Over \$10,000 (Requires OSDE Prior Approval)
Small / Informal	Between \$15,000 and \$350,000	\$15,001 to Less than \$350,000
Formal Bid / RFP	Greater than \$350,000	\$350,000 or Greater (Or any total FSMC)

Piedmont Public Schools SFA will purchase the following products or group of products and services as per the stated purchase period using the identified procurement method. Price quote time frame period is defined as the time frame for which bids or quotes are obtained and awarded.

Product Group / Service	Price Quote Time Frame	Procurement Method Used
Milk & Fluid Milk Products	Annually	Competitive Sealed Bid / Formal
Bread & Bakery Products	Annually	Competitive Sealed Bid / Formal
Canned Fruits	Annually	Competitive Sealed Bid / Formal
Canned Vegetables	Annually	Competitive Sealed Bid / Formal
Frozen Fruits	Annually	Competitive Sealed Bid / Formal
Frozen Vegetables	Annually	Competitive Sealed Bid / Formal
Prepared Fruits & Vegetables	Annually	Competitive Sealed Bid / Formal
Fresh Fruits & Produce	As Needed / Seasonal	Small Purchase / Informal Quotes
Fresh Vegetables & Produce	As Needed / Seasonal	Small Purchase / Informal Quotes

Meats & Frozen Proteins	Annually	Competitive Sealed Bid / Formal
Paper Products & Disposables	Annually	Competitive Sealed Bid / Formal
Chemical & Janitorial Supplies	Annually	Competitive Sealed Bid / Formal
Small Equipment (Under \$10,000)	As Needed	Micro-purchase / Small Purchase
Large Equipment (Over \$10,000)	As Needed	Formal Bid (OSDE Pre-Approval Required)

CHILD NUTRITION MEAL CHARGE POLICY

The School District offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$25.00 in unpaid charges. Charging is not allowed at our high school campus. Only standard meals may be charged, no a la carte items.
- Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a handstamp or any other physical marking to show that they have unpaid charge balances.
- If no response to unpaid lunch charges is received by the District from parents/guardians and several attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided an alternative meal.
- Employees of the District will need to pay for their breakfast and lunch daily.
- Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the schools and on the district website.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to the policy, disciplinary action shall be taken.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

Piedmont Public Schools will operate a school lunch program that will include breakfast and lunch through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

Purpose:

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Goals:

All students in Piedmont Public School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Piedmont School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Piedmont Public School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

I. Nutrition Guidelines/Standards

Per USDA Regulations 210.10, 210.12 and 220.8, school lunches will meet menu planning system guidelines as required by USDA.

Per USDA Regulations 210.10, 210.12 and 220.8, school meals will meet the Menu Planning and Dietary Guidelines for Americans and Nutrition Standards in School per the Institute of Medicine 2007 recommendations. In addition, the Guidelines for 2010 USDA/ Oklahoma Smart Snacks in School Standards, as part of the Hunger Free Kids Act of 2010 will be implemented.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Healthy food preparation techniques will be implemented. Food items will be baked when possible.

Deep fat fried potato products served as part of a reimbursable meal item will not exceed three (3) ounces per serving.

Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.

Schools serving chips must use reduced-fat or baked varieties, rather than the traditional varieties, whenever possible.

The most nutritious food items offered will be placed on the serving line(s) first, whenever possible, to encourage students to make healthier selections.

Students will be offered a variety of low fat milk, meat and beans, fruit and vegetables and whole grains on a daily basis.

A nutrient analysis of school meals offered to students will be made available upon request.

Clean drinking water is available without restriction or charge at every facility.

School staff will support and encourage student participation in the USDA school meals program.

Information regarding eligibility and applications for the Free and Reduced Meal Program will be provided to families at the start of each school year and available on the district website.

II. Other Food Items Sold on School Campuses

Per USDA Regulations 210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.

Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.

Students in elementary schools will not have access to FMNV except on special occasions.

Healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices.

Students in junior high/middle schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Nutrient-rich food items will be available for sale at all places where food and beverages are sold on school campuses. This includes the cafeteria, vending machines, school stores, and concession stands. The district will follow the recommended food times specified in Smart Snacks In School Standards (Hunger-Free Act 2010) provided by the Oklahoma State Department of Education.

High-energy drinks with elevated levels of caffeine will not be available for sale on school campuses.

III. Nutrition Education

Per USDA Regulations 210.12 and 227, nutrition education is offered in the school cafeteria as well as the classroom.

The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

Nutrition education will be integrated into the core curriculum, including math, science, and language arts when appropriate.

Family/parent nutrition education opportunities will be provided on the school web site with Sodexo links and brochures.

Students will receive consistent nutritional messages throughout the school, classroom, cafeteria and school events.

School staff will promote and model healthful eating and healthy lifestyles to students and parents.

Only foods and beverages that may be sold on the school campus during the school day that meet the competitive food guidelines will be included in marketing .

IV. Physical Activity

The Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.

Students in grades Kindergarten through Five will participate in sixty (60) minutes of physical activity each week.

Students will participate in an annual, age/grade level appropriate, health-related fitness test such as Fitness Gram, President's Challenge to Physical Fitness, etc.

School sites will establish or enhance physical activity opportunities for students, staff and parents.

Elementary school sites will provide twenty (20) minutes of daily recess that promotes physical activity beyond what is provided through physical education classes.

Students will be encouraged to participate in voluntary before- and after-school physical activity programs.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

Students and school staff will cooperate with local recreational/sports programs to promote participation in lifelong physical activities.

Recess or other physical activity time will not be canceled for instructional make-up time.

School sites will provide adequate equipment for every student to be active. Administrators will be encouraged to provide funds for additional and/or replacement equipment each school year.

V. School Based Activities

Each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.

Per the school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.

Per USDA Regulations 210.12 and 227, students and parents will be involved in the National School Lunch Program. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotions, and other related student-community support activities.

Students will be provided with a clean, safe, enjoyable meal environment.

Recess before lunch will be implemented, when possible, at all elementary schools in order to increase food consumption and nutrient intake, decrease plate waste, and improve cafeteria and classroom behavior.

All fundraising efforts and classroom parties will be supportive of healthy eating.

Students will be involved in planning for a healthy school environment. Students will be asked for input and feedback through the use of student surveys, student committees, and school clubs.

**REFERENCE: 70 O.S. §1-107
7 CFR, Parts 210 and 220
7 CFR, Part 245.5**

***THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204
AND PUBLIC LAW 111-296***

INSURANCE MANAGEMENT

In order to protect school district officers and employees and to provide funds for repair and replacement of property damage caused by fire, burglary, etc., the Piedmont Board of Education will arrange for health, liability, and property insurance.

Each type of insurance will be authorized by the board as the need arises, and the superintendent will ensure that every effort is made to find the best coverage for the least cost.

REFERENCE: 51 O.S. §151, et seq.

FAIR LABOR STANDARDS ACT PROCEDURES

It is the intent of this school district to fully comply with the Fair Labor Standards Act (FLSA), its regulations, and relevant court decisions and to cooperate with state agencies in an effort to maintain compliance with the FLSA.

The following procedures and guidelines are to be followed in each department to ensure employees are properly compensated for approved hours worked in excess of the established work week as required by the provisions of the FLSA.

Definitions

"Overtime" is defined as authorized, compensable work time in excess of forty (40) hours per work week.

A "work week" for full-time nonexempt employees is forty (40) hours during one consecutive seven-day period beginning at 12:00 a.m. on Sunday and ending at 11:59 midnight on the following Saturday.

"Non-covered employees" are those who are excluded from the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990).

"Covered employees" are those who meet the definition of "employee" within the meaning of 29 USCA §203(e) (Supp. 1990). Covered employees will be either exempt or nonexempt employees.

An "exempt employee" is a covered employee who is exempt from FLSA by virtue of meeting one of the tests for exemption.

A "nonexempt employee" is a covered employee who does not meet one of the tests for exemption.

Exemptions

The FLSA exempts certain groups of covered employees from coverage. The following categories of exemptions are established:

1. Executives
2. Administrators; e.g., superintendents, principals
3. Professionals; e.g., teachers, special education skilled service providers, attorneys, auditors, nurses, counselors

Fair Labor Standards Act Procedures, Cont.

1. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
2. This district will compensate all nonexempt employees with compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance in writing by the employee's designated supervisor. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
3. All approved hours worked exceeding 40 hours per week, will be compensated in the form of compensatory time at a rate of time and one-half hours per hours worked.
4. For purposes of the Fair Labor Standards Act, the District's work week shall commence on Sunday, at 12:00 AM and end on Saturday, at 11:59 PM.
5. Compensatory time accumulated must be used prior to the end of the current month.
6. Bereavement leave time will be counted as time worked on the week an employee has overtime hours. Personal, sick, and vacation leave and compensatory time used will not count toward time worked on a week an employee has overtime hours.
7. A site supervisor may not obligate Piedmont Public Schools for any accumulation of compensatory time off without first submitting and obtaining the prior approval of the Superintendent or Personnel Director. Supervisors who violate this regulation will be subject to disciplinary action.

**REFERENCE CVFA
CVFA-R**

Fair Labor Standards Act Procedures, Cont.



Piedmont Public Schools

GENERAL PERSONNEL POLICIES

WORK HOURS

Request for Working Overtime

Date

Site

Employee Name

Number of hours requested

Dates of Work

Reason for Request _____

Employee's Signature

Supervisor's Signature

Submit for approval of compensation for overtime

Superintendent or Designee

____ Approved
____ Disapproved

713 Piedmont Road North ~ Piedmont, OK 73078 ~ (405)373-2311
www.piedmontschools.org ~ Twitter @PiedmontSchools

**FAIR LABOR STANDARDS ACT
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance in writing by the employee's designated supervisor. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. All approved hours worked exceeding 40 hours per week, will be compensated in the form of compensatory time at a rate of time, or hourly rate of pay, and one-half hours per hours worked at discretion of superintendent or designee.
3. For purposes of the Fair Labor Standards Act, the District's work week shall commence on Sunday, at 12:00 AM and end on Saturday, at 11:59 PM.
4. Compensatory time accumulated must be used prior to the end of the current semester.
5. Bereavement leave time will be counted as time worked on the week an employee has overtime hours. Personal, sick, and vacation leave and compensatory time used will not count toward time worked on a week an employee has overtime hours.
6. A site supervisor may not obligate Piedmont Public Schools for any accumulation of compensatory time off without first submitting and obtaining the prior approval of the Superintendent or Personnel Director. Supervisors who violate this regulation will be subject to disciplinary action.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

**REFERENCE CVFA
 CVFA-P**

SEXUAL HARASSMENT REPORT FORM

TO: Piedmont Board of Education

FROM: _____ (Grievant's full name)

Grievant's relationship to the school district:

_____ Student
classification _____
_____ Employee
job title _____

_____ Vendor
_____ Volunteer

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Name(s) and title(s) of the individual(s) you believe sexually harassed you: _____

Date, time, place, and location of incident(s): _____

Please use reverse of this form or attach additional sheets if necessary.

Please list any witness(es) to the above-described incident(s): _____

I certify that I have completed this report to the best of my ability. The information I have provided is a true and accurate account which is correct and complete to the best of my knowledge and belief.

Dated this _____ day of _____, 20____.

(If under 18, parent must sign as well.)

This report was received by: _____

INVESTIGATION REPORT ON THE ADMINISTRATION OF FEDERAL PROGRAM ACTIVITIES

1. Complainant		C. Date complaint filed
A. Name and Title	B. Address (<i>include ZIP code</i>)	

D. Description of alleged violation(s)

E. From the list below, identify (check) the areas in which the complainant indicates violations of Title I regulations

- | | | |
|--|--|---|
| § A. Selection of attendance areas
§ B. Needs assessment
§ C. Selection of Title I participants
§ D. General aid
§ E. Supplanting state and local funds
§ F. Involvement of parents | § G. Services provided private school children
§ H. Evaluation of Title I projects
§ I. Services to children living in institutions for neglected or delinquent children
§ J. Effect of Title I program on cultural or racial isolation | § K. Coordination of resources with other programs
§ L. Dissemination of public information on Title I programs
§ M. Reporting requirements
§ N. Comparability
§ O. Other (specify) |
|--|--|---|

FOR EACH AREA CHECKED, PROVIDE A DETAILED STATEMENT OF THE ESSENTIAL FACTS CONCERNING THE NATURE AND EXTENT OF THE VIOLATIONS. (If necessary, continue on attachments.)

Signature of Complainant

2. School District		C. Total LEA Title I allocation	D. Fiscal Year
A. Name			
B. Address (<i>include ZIP code</i>)		E. Name of Title I project coordinator at school district	
F. Superintendent of school district	G. Population of school district		

3. Review Team		B. Date of Investigation (<i>beginning and ending</i>)		
A. Name and address of local officials conducting this investigation		BEGINNING		
		Mo.	Day	Year
		ENDING		
		Mo.	Day	Year
C. Identify all Title I documents reviewed (<i>i.e., application proposal, evaluation reports, parental council records, fiscal control and accounting records, financial and audit reports, etc.</i>)				
D. Indicate action taken to insure proper resolution of the complaint and of any deficiencies noted during the investigation (<i>if necessary, continue on attachments</i>)				
E. Describe corrective action, if any (<i>if necessary, continue on attachments</i>)				

Type or print name of superintendent	Signature of superintendent			Date Signed
Name of person who prepared this report	Area Code	Telephone Number	Extension	Date Prepared

FEDERAL PROGRAMS COMPLAINT RESOLUTION

Any parent, individual, or organization with a complaint that the district is violating a federal statute or regulation with regard to a federal program at Piedmont Public Schools may make the complaint known to the superintendent of schools in written form by filling out part 1 of the form, "Investigation Report on the Administration of Federal Program Activities." Within 30 days of receipt of the complaint, Piedmont Public Schools will conduct an investigation of the allegations. The investigation shall include opportunities for the complainant or the complainant's representative to present evidence. Subsequent to the investigation, a report of findings will be filed with the State Department of Education and the complainant.

If the complaint has not been resolved to the satisfaction of the complainant, a hearing shall be conducted by the Board of Education within 30 days of receipt of written request for such a hearing. The hearing shall include opportunities for the complainant or complainant's representative to present evidence and question witnesses.

The complainant has the right to appeal the decision of the Piedmont Public Schools to the State Department of Education, Compensatory Education Section, Oklahoma City, Oklahoma 73105.

A complaint made directly to the State Department of Education (SDE) without previously being filed with this school district will be reviewed by the SDE to determine if an investigation is warranted by the SDE because of the seriousness of the complaint or if the complaint shall be returned to the complainant to be filed with this school district. Complaints forwarded to this district shall be investigated within 30 days of receipt of the complaint by this district.

Legal reference: 34 C.F.R. § 299.10

NONDISCRIMINATION

The Piedmont Board of Education is committed to a policy of nondiscrimination in relation to age, race, color, national origin, alienage, veteran status, religion, sex, gender identity, marital status, sexual orientation, or disability. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor. When an open forum is created whereby non-curricular groups are allowed to meet on school premises, Boy Scouts and other designated youth groups will have equal access.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

"The Piedmont Board of Education does not discriminate on the basis of age, race, color, national origin, alienage, veteran status, religion, sex, gender identity, marital status, sexual orientation, or disability. When an open forum is created whereby non-curricular groups are allowed to meet on school premises, Boy Scouts and other designated youth groups will have equal access."

Inquiries concerning application of this policy may be referred to the Executive Director of Educational Services who is the Title IX/504/ADA Coordinator or Athletic Director who is the Assistant Title IX Coordinator.

Executive Director of Educational Services
713 Piedmont Road N
Piedmont, OK 73078
405-373-2311

Athletic Director
713 Piedmont Road N-- Annex
Piedmont, OK 73078
405-373-5178

REFERENCE: **Oklahoma Constitution, Article 1, Section 6**
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.
Boy Scouts of America Equal Access Act

SEXUAL HARASSMENT

District is committed to providing equal employment and educational opportunities and, therefore, forbids sexual harassment as defined below by or against any employee, student, or applicant for employment. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

Definitions:

- A. Appeal Officer: The person designated to hear an appeal from a determination of responsibility for sexual harassment. The Appeal Officer will not be the Compliance Officer, Investigator, or Decision Maker. Superintendent or designee is designated as the Appeal Officer.
- B. Complaint: A written complaint filed by a Complainant or signed by the Compliance Officer alleging sexual harassment and requesting that District investigate. This may be referred to as the Formal Complaint.
- C. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.
- D. Compliance Officer: An employee who is designated to coordinate compliance efforts with Title IX and to investigate complaints under Title IX. Patricia Balenseifen is designated as the Compliance Officer and may be reached at 615 Edmond Road NW, Piedmont, OK 73078, patricia.balenseifen@piedmontschools.org, or by telephone at (405) 373-2311.
- E. Dating Violence: As defined by the Violence Against Women Act ("VAWA"), dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - 1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- G. Decision Maker: This person(s) will determine sanctions and remedies after the investigation is completed. A panel of three (3) District and site administrators who have received Title IX training and have not had any previous involvement with the Complaint or the investigation will make a determination of responsibility and determine sanctions and remedies after the investigation is completed. The Title IX Coordinator shall appoint the Decision Makers from a pool of eligible administrators.
- H. Domestic Violence: A felony or misdemeanor crime of violence committed by:
 - 1. a current or former spouse or intimate partner of the victim;
 - 2. a person with whom the victim shares a child in common;
 - 3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - 4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state; or
 - 5. any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws.

I. Investigator: The person(s) in charge of gathering facts and interviewing parties and witnesses who have received Title IX training will serve as the Investigator for these matters. The Investigator will be Patricia Balenseifen.

J. Respondent: The person alleged to be responsible for the sexual harassment alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.

K. Sexual Assault: As defined by the Clery Act, sexual assault is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, including the following:

1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
2. Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.
3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under the age of consent.

L. Sexual Harassment: Sexual harassment includes:

1. Any instance of "quid pro quo" harassment by a school employee;
2. Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activities;
3. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment;
4. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined in this policy.

M. Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

N. Supportive Measures: Supportive Measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures are not punitive or disciplinary and do not unreasonably burden any other person. Supportive measures may be provided to both the Complainant and the Respondent, and no Formal Complaint is necessary to implement the measures. Supportive measures will be kept confidential and will be implemented by the Compliance Officer. Supportive measures may include, but are not limited to, counseling services, extension of deadlines, modifications of work or class schedules, mutual restrictions on contact between individuals, and/or modified schedules.

O. Unwelcome Conduct of a Sexual Nature: Unwelcome conduct of a sexual nature may include, but not be limited to, the following:

1. verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances, and/or propositions of a sexual nature;
2. touching, pinching, patting, or brushing against;
3. unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines, or cartoons;
4. sexual assault;
5. comments regarding physical or personality characteristics of a sexual nature; and
6. sexually-oriented kidding, teasing, double meanings, and jokes.

Policy Measures:

Sexual Harassment: Sexual harassment can occur in a variety of circumstances, including, but not limited to, the following:

1. the individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
2. the harasser can be the supervisor of the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a co-worker, a subordinate, an instructor, or a non-employee. An administrator or teacher who engages in a sexual relationship with a student will be considered guilty of sexual harassment;
3. the individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and
4. unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

Posting Requirements: District will post on its website all materials used to train the Compliance Officer or Title IX Coordinators, Investigators, Decision-makers, and any other person who facilitates an informal resolution process.

Burden of Proof: Title IX proceedings require a “preponderance of the evidence” burden of proof, meaning that in order to prevail, the Complainant must introduce sufficient evidence that his/her claims are more likely true than not. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated and considered.

REPORTING & INVESTIGATION:

- A. Victims of sexual harassment are encouraged to report such claims by utilizing the process set forth in this policy. Students may also report complaints of sexual harassment to the principal of the building at which the student attends school.
- B. Once an allegation of sexual harassment has been reported, District is deemed to have actual knowledge and must act. Actual knowledge may be attributed to any District employee. Once District has actual knowledge, District will notify the Complainant and the Respondent, or the parent/guardian of either the Complainant or the Respondent if either of the parties are under the age of eighteen (18), of the accusation of sexual harassment.
- C. If the Complainant does not proceed with a Formal Complaint, no further investigation or action will take place unless the Compliance Officer determines to initiate a Formal Complaint.
- D. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer and such action shall be considered a Formal Complaint. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- E. Upon receiving a Formal Complaint, the Compliance Officer will conduct an initial assessment, may offer supportive measures, will notify parents if students are involved, and will notify the designated Investigator who will investigate allegations of discrimination. Additionally, the Compliance Officer may direct an investigation without a Formal Complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- F. During the initial assessment, the Compliance Officer will determine whether the allegations rise to a violation of this Policy. The Compliance Officer will consider whether the allegations meet the definition of Sexual Harassment, whether the conduct occurred on District property or during District-sponsored activities, whether the Complainant is still a District student, whether the Respondent is no longer enrolled in District or an employee of District, and whether there are any other circumstances which would prevent the Investigator from gathering evidence sufficient to reach a determination as to the Formal Complaint and its allegations. If the Compliance Officer determines to dismiss a Complaint at the initial assessment stage, the Compliance Officer will provide written notice of the dismissal to the Complainant and the Respondent. If a Complaint is dismissed and the Respondent is a student, the District may address the issue under its Student Code of Conduct. If a Complaint is dismissed and the Respondent is an employee, the District may address the alleged conduct as a personnel matter. A Complainant or a Respondent may appeal the dismissal of the Complaint as set forth below.
- G. After receipt of a Formal Complaint from the Compliance Officer, the Investigator shall provide written notice to the Complainant and the Respondent of the allegations of the Complaint including if known, the identities of the parties, the date and location of the incident, and the specific alleged Policy violations. The notice will include a copy of the Title IX procedures, will state the Respondent is presumed not responsible until the determination of responsibility is final, and advise of the right to have an advisor of their choosing.

- H. Additionally, if the Compliance Officer determines that the Formal Complaint may be resolved without an investigation by providing the relief sought by the Complainant, the Compliance Officer may resolve the Formal Complaint.
- I. The Investigator will conduct a fair, thorough, and impartial investigation and provide both parties with an equal opportunity to present facts, witnesses, and evidence to support their positions. The Investigator may request that the Respondent submit a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- J. The Investigator shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Investigator. If reasonably possible, the investigation should be concluded within one hundred twenty(20) days after receiving the Complaint, but the Investigator may extend the period of time for an investigation by notifying the Complainant and the Respondent. Additionally, when a law enforcement agency is conducting an investigation into the same alleged conduct, an investigation may be delayed temporarily so as not to interfere with the law enforcement investigation and so as to meet the needs of the law enforcement investigation.
- K. Each party is entitled to select an advisor of their choosing to advise them during the investigation. An advisor may not be a witness in the investigation and may not be someone whose participation will create a conflict of interest. An advisor shall not act in a manner that obstructs or disrupts the investigative process.
- L. After completion of the investigation, the Investigator shall prepare a written report and shall provide a copy of the written report to the Complainant, the Respondent, and the Compliance Officer. The written report shall include a timeline, a summary of the investigation including the statements of all persons interviewed, a synopsis of the evidence, and any applicable credibility determinations ("Investigative Report"). The Investigator shall include in an appendix all relevant physical or documentary evidence.
- M. The Complainant and the Respondent shall have ten (10) days to review the Investigative Report and provide written feedback and/or responses to the Investigator about the information contained in the Investigative Report. After the ten (10) day review period, the Investigator shall incorporate relevant elements of the parties' written responses to the Investigative Report, finalize the Investigative Report and provide it to both parties.
- N. The Investigator shall also refer the Investigative Report to the selected Decision Makers to make a determination regarding responsibility and, if applicable, take appropriate disciplinary action.
- O. Within ten (10) days of receipt of the final Investigative Report, the Complainant or the Respondent may submit written, relevant questions that the party wants asked of another party prior to the determination of responsibility. Both parties will be provided with answers and follow-up questions.

- P. After the ten (10) days to submit written questions, the Compliance Officer shall send a Notice of Decision-making to the parties and the Decision Makers. The Notice of Decision-Making shall include a description of the alleged violation, a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential disciplinary actions.
- Q. Determination of Responsibility: Within sixty (60) days of the receipt of the Notice of Decision Making, the Decision Makers will review the Investigative Report to determine responsibility and will issue a written Determination of Responsibility which:
 - 1. Identifies the allegations that potentially constitute sexual harassment;
 - 2. Describes the District's procedural steps taken from receipt of the Complaint to the determination;
 - 3. Includes Findings of Fact to support the determination;
 - 4. Includes Conclusions regarding applicable discipline;
 - 5. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the District's educational programs or activities will be provided to the Complainant; and
 - 6. The procedures and permissible basis for appeals.

Appeals:

Within ten (10) days of receipt of Decision Maker's determination of responsibility or dismissal of a Complaint, either party may appeal for one of the following reasons:

- 1. A procedural error affected the outcome.
- 2. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
- 3. Conflicts of interest on the part of the Compliance Officer, Investigator, or Decision Maker that affected the outcome.

If an appeal is made, the District will provide written notice of the appeal to both parties. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of receipt of the written notice to both parties of the appeal being filed. The appeal will be heard by an Appeal Officer who is not the Compliance Officer, the Investigator, or the Decision Maker. The Appeal Officer cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The Appeal Officer will receive training as mandated by law. The decision of the Appeal Officer will be final and non-appealable. The written decision of the Appeal Officer will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Retaliation: No person shall take any retaliatory action against a Complainant, a Respondent, or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth in District policies.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

RECORDS INVESTIGATION

The Piedmont Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education.

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of the records search, the search fee will not be reimbursed.

REFERENCE: **70 O.S. §5-142**

NOTIFICATION TO SUPERINTENDENT OF ARREST OF SCHOOL EMPLOYEE

The Superintendent, or the Superintendent's Designee, shall be notified immediately in every instance in which an administrator, teacher or school employee is placed under arrest for an offense, is charged with an offense, or is notified that an arrest is pending. Failure to give notification may lead to disciplinary action for the employee.

TITLE I PARAPROFESSIONALS

It is the policy of the Piedmont Board of Education that Title I paraprofessionals will be employed for the school term only. If Title I funds are received by the district, employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations and the *No Child Left Behind Act*.

All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

REFERENCE: P.L. 107

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT.***

TEACHER ASSISTANTS

It is the policy of the Piedmont Board of Education that teacher assistants are support employees entitled to due process prior to nonrenewal or termination of employment. Applicants must possess the required level of requisite skills as prescribed in the appropriate State Department of Education regulation except that a teacher's assistant or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district becomes a school-wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants.

Teacher assistants are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.
2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.
4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.
5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

TEACHER ASSISTANTS (Cont.)

Teacher assistants will only be used to perform, or assist a classroom teacher to perform, the following duties:

- * Hallroom duty
- * Bus duty
- * Playground duty
- * Lunchroom duty
- * Extracurricular activities involving school functions
- * Other noninstructional duties as the superintendent may prescribe

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title IV-A funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.
P. L. 107-110, No Child Left Behind Act of 2001

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT.***

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

**PRINCIPLE I
COMMITMENT TO THE STUDENTS**

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
 - B. Deny benefits to any students,
 - C. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)**PRINCIPLE II
COMMITMENT TO THE PROFESSION**

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - A. Willful neglect of duty.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

- B. Repeated negligence in performance of duty.
 - C. Mental or physical abuse to a child.
 - D. Incompetency.
 - E. Instructional ineffectiveness.
 - F. Unsatisfactory teaching performance.
 - G. Any reason involving moral turpitude.
- 2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
 - 3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
 - 4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
 - 5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
 - 6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of the Piedmont Board of Education that school board members and school district personnel shall not engage in any activity that would create a conflict of interest.

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited. Employees that utilize school district owned property for personal use or gain may be subject to disciplinary action which could include possible action to nonrenew or terminate employment.

With regard to any Federal funding, the district will disclose in writing any potential conflicts of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policies and procedures.

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediately family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards will result in disciplinary action which may include termination of employment.

Contracts and Business Arrangements

1. Contracts with Board Members

Oklahoma law prohibits a school board from entering into a contract in which a board member is directly or indirectly interested. 70 O.S. § 5-124.

2. Disclosure of Other Contracts and Business Arrangements

The board of education believes that certain business and contractual arrangements by employees, although not in violation of state law, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent:

- A. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.
- B. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

Any violation of the foregoing reporting requirements will subject the employee or employees involved to possible disciplinary action which could include possible termination or nonrenewal of employment.

CONFLICTS OF INTEREST (Cont.)**3. Contracts or Employment Relationships between Employees**

District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours.

4. Other Prohibited Activities

In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district.

Outside Activities of Full-time Employees

This portion of the policy applies to full-time employees. A full-time employee shall be construed as any teacher, administrator, support employee, or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy.

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours.

Legal Reference: **70 O.S. § 5-124**
 2 C.F.R. § 200.112
 2 C.F.R. § 200.318

**TEACHERS
DUTIES AND RESPONSIBILITIES**

The Piedmont Board of Education recognizes that teachers are professional persons who work within a code of ethics and professional responsibility. Nevertheless, in the interest of consistency and uniformity, the superintendent is directed to establish rules and regulations governing the activities of teachers within the Piedmont Public School system.

DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

The superintendent is directed to develop regulations that shall be incorporated into this policy.

NOTE: **A copy of this policy and the accompanying regulations must be distributed to each affected employee 30 days prior to implementation of the policy. This notice is also required prior to the implementation of any changes to this policy or to the regulations.**

THIS POLICY REQUIRED BY LAW.

WORKPLACE DRUG AND ALCOHOL TESTING (REGULATIONS)

The board of education may require drug and alcohol testing of all new applicants upon a conditional offer of employment. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

The school district may request or require an employee to undergo drug and/or alcohol testing as set forth below and when the superintendent is satisfied that there exists a reasonable suspicion that the employee has violated these regulations or any other school policy concerning the use of drugs and/or alcohol.

This school district may request or require a school district employee to undergo drug and/or alcohol testing as set forth below and when the superintendent is satisfied that there exists a reasonable suspicion that the employee or some other person has sustained a work-related injury or the school district's property has been damaged as a direct result of the employee's use of drugs or alcohol.

This school district will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected. (See also policy DCCB and DCCB-R.)

This school district will require bus drivers, mechanics, maintenance personnel, and any district employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations. (See also policy DCCB and DCCB-R.)

This school district will require periodic drug and alcohol testing without prior notice of any employee who has tested positively under this policy, who has participated in a drug or alcohol dependency treatment program as a result of this policy, or an employee who is required to obtain a commercial driver's license (CDL).

All employees subject to this drug and alcohol testing policy will be tested for alcohol, marijuana, cocaine, opiates, amphetamines, phencyclidine and their metabolites and any other drug or combination of drugs currently included in the provisions promulgated by the Oklahoma State Board of Health or as required by federal law.

Drug Testing Procedures

Drug and alcohol testing standards and procedures of this school district shall conform fully to the provisions of the State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.
2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.
3. The collection of samples shall be performed under reasonable and sanitary conditions.
4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.
5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
6. Sample collection shall be documented, and the documentation procedures shall include: A. Labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and B. An opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.
7. Sample collection, storage, and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration.
8. Sample testing shall conform to scientifically accepted analytical methods and procedures. Testing shall include confirmation of any positive test result by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by State Board of Health rule, at the cutoff levels as determined by State Board of Health rule, before the result of any test may be used as a basis for refusal to hire a job applicant or any action by an employer pursuant to Section 12 of 40 O.S. 551, et seq.
9. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Testing Results

The following steps will be taken when an employee's medical exam is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.
3. The employee will be given a reasonable opportunity for confidential rebuttal of the results.
4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.
5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five (45) calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug screening, depending on the type and amount of chemical substance initially detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.
6. If the follow-up drug screening is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination will be implemented in accordance with this policy and the district's employment termination policies.
7. Any employee whose drug screening is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug screening sampling for a period of two years, commencing with the employee's return to work, and/or may be recommended for dismissal.

Reasonable Suspicion

To ensure that reasonable suspicion does exist that an employee is under the influence of an illegal chemical substance, or any chemical substance (including alcohol), which impacts the ability of the employee to safely perform the required functions of the position, the following inquiry procedures will be followed:

1. The supervisor will investigate and compile the facts. If the supervisor is not a director, the supervisor will verbally report the facts to the director.
2. The director will determine whether or not the facts warrant continued investigation. If it is believed that reasonable suspicion does exist, the director will verbally present the facts to the

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)

superintendent or medical review officer.

3. The superintendent or medical review officer will review the facts. If the superintendent or medical review officer believes that reasonable suspicion does exist, the superintendent will notify the employee in writing of the allegations of reasonable suspicion and issue the directive to require the employee to take the drug screening, if appropriate.

Confidentiality

The school district shall maintain the results of any drug/alcohol test in confidentiality to the extent possible. The employee who participates in a drug/alcohol test will be provided an opportunity to review and to obtain copies of any information and records pertaining to the drug/alcohol test.

1. The school district will maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions taken by the district or in any action involving the individual tests and the district or unless such records are ordered released pursuant to a valid subpoena or other court order.
2. The records described above and maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The district will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for the district to release such records or pursuant to a valid court order.
3. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to:
 - a. The general health, pregnancy or other physical or mental condition of the applicant or employee; or
 - b. The presence of any drug other than the drugs or their metabolites that the district requested be identified and for which a medically acceptable explanation of the positive result, other than the use of drugs, has not been forthcoming from the applicant or employee.

Provided, however, a testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)Other Provisions

Drug/alcohol tests required pursuant to this policy will be conducted during, prior to, or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

The school district shall pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be posted in a prominent employee access area and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment.

Any employee or applicant for employment who refuses to undergo drug or alcohol testing conducted in accordance with board policy and these regulations may be disciplined up to and including termination of employment. An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

Drug and alcohol testing of employees may be conducted in accordance with applicable federal and/or state law as set forth in Administrative Regulations. District shall comply with the Omnibus Transportation Testing

Act of 1991, which helps to prevent accidents and injuries resulting from misuse of alcohol and controlled substances by employees who serve in safety-sensitive positions.

A safety-sensitive position is any position in which the employee performs one or more of the following duties, including, but not limited to:

- a. The handling, packaging, processing, storage, disposal or transport of hazardous materials;
- b. The operation of a motor vehicle, other vehicle, equipment, machinery or power tools;
- c. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- d. Performing firefighting duties;

- e. The operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution;
- f. The extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component;
- g. Dispensing pharmaceuticals;
- h. Carrying a firearm; or
- i. Direct patient care or direct child care.

During hours of employment, on school grounds, in school vehicles or buses, or at school-related activities, employees are not permitted to be under the influence of marijuana, including medical marijuana. Medical marijuana is not permitted upon school grounds, in school vehicles or buses or at school-related activities except as stated in policy FFACD. An employee who possesses a medical marijuana license is not subject to discipline solely upon the results of a drug test showing positive for marijuana or its components. This policy may not apply to a non- safety-sensitive employee or applicant who meets the requirements under state law and policy FFACD. However, an applicant for employment in or employee employed in a safety sensitive position shall be subject to a zero-tolerance drug and alcohol standard. A positive test for marijuana components or metabolites is a result that is at or above the cutoff concentration level established by the DOT or Oklahoma law, whichever is lower.

REFERENCE: 40 O.S. §2-406A
40 O.S. §551, et seq.

EMPLOYEE RESIGNATIONS, RETIREMENTS AND REFERENCE REQUESTS

Any employee intending to terminate his/her employment with Piedmont Public Schools may submit a resignation in written or electronic form to the superintendent or designee. If no effective date is specified on the resignation, it is to be considered effective immediately.

The board of education authorized the superintendent or designee to immediately accept employee resignations and to terminate employment based on the resignation pursuant to board policy prior to formal board approval.

Furthermore, certified employees must notify the superintendent or designee of his/her intent to resign no later than fifteen (15) days after the first Monday in June. Piedmont Public Schools reserves the right to not accept resignations received after this date.

Any individual who is a school employee, contractor, or agent of the school district is prohibited from assisting a school employee, contractor, or agent in obtaining a new job, if the individual has probable cause to believe that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition shall not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and
2. The information giving rise to probable cause has been properly reported to any other authorities as required by Federal, State, or local law; and
3. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged sexual misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; and
4. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
5. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

The routine transmission of administrative and personnel files is not considered assisting a school employee in obtaining a new job and will be exempt from the requirements of the procedure listed above.

**REFERENCE: 70 O.S. §6-101
20 U.S.C. § 7926**

SALARY SCHEDULES

Teachers

When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule that corresponds to the number of years of experience credited by the State Department of Education.

Retired teachers that are employed by the school district shall not be placed on the minimum salary schedule, but shall be compensated at a rate in accordance with Oklahoma Teacher Retirement regulations.

Administrators

All administrators, when employed, will be compensated as determined by the approved Administrator's Salary Range.

Documentation

Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment, less daily substitute pay, retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement

School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

Out-of-State Experience

Individuals who are employed by the school district shall be provided with credit for all out of state experience, as documented by the Oklahoma State Department of Education.

The district reserves the right to honor additional years of verifiable experience.

All employee compensation shall be addressed in the employment and/or extra duty contract. Employee compensation shall be reasonable for the services rendered.

Legal Reference: **2 C.F.R. §430(a)(1).**

DIRECT DEPOSIT

Direct deposit will be provided to the staff beginning with the 2000-2001 school year.

It shall be the policy of the Piedmont Board of Education that any employee beginning employment with the school district after July 1, 2012 shall be required to have his/her payroll check deposited directly into the bank, savings and loan, or credit union of their choice. The employee shall upon employment with the district, identify a financial institution that will serve as a personal depository agent for the employee.

The district will not impose any service charge of any type to be paid by the employee at any time which decreases the net salary of the employee that is deposited in the financial institution selected by the employee.

FAMILY MEDICAL LEAVE AND MATERNITY LEAVE

All employees of Piedmont Public Schools who have been employed for one (1) calendar year and worked a minimum of 1,250 hours in any calendar are eligible for unpaid family/medical leave.

Eligible employees are entitled to receive up to twelve (12) unpaid workweeks of leave during any 12 month period for any of three reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. The care of an employee's parent, spouse, son or daughter who suffers from a serious health condition;
3. A serious health condition of an employee that makes the employee unable to perform job duties.

All applicable leave (i.e. / sick leave, personal leave, and vacation) will run concurrently with family and medical leave. Before any leave is taken, the Board of Education will review formal requests involving extreme and/or exceptional circumstances. Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of career status. All health care benefits paid by the employer shall continue during the time of the leave. However, the leave time will not be counted toward career status. The employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

The employee shall present certification by a physician of the necessity of medical leave. Certification shall require the following information:

1. The date on which the serious health condition began;
2. The probable duration of the condition;
3. The appropriate medical facts within the knowledge of the health care provider regarding the medical condition;
4. For purposes of leave to care for another, a statement that the employee is needed for care and an estimate of the amount of time that such employee will be needed to care for the relative;
5. For purpose of the employee's own condition, a statement that the employee is unable to perform job duties;
6. In the case of requested intermittent or reduced leave schedule for planned medical treatment to be given and the duration of the treatment; and,
7. In the case of requested intermittent or reduced leave schedule for the care of a relative, a statement that the employee's intermittent leave or leave on a reduced schedule is needed for the care of the relation, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

FAMILY MEDICAL LEAVE (Cont.)

If the district deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid by the district. If the first and second opinion differs, the district, again at its expense, may require the binding opinion of a third health care provider, approved jointly by the employee and the district.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical.

MATERNITY LEAVE

Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child provided that:

- A. The employee has been employed by the District for at least one (1) year;
- B. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period;
- C. The child is under the age of four (4) years old; and
- D. The leave is used immediately following the birth or adoption of the employee's child.

Paid maternity leave provided pursuant to state law shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to state law shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Qualifying employees may utilize accrued sick leave to extend the duration of their maternity leave beyond six (6) weeks in order to recover from childbirth, bond with a newborn or infant, or care for a newborn or infant, without requiring additional approval of the Board or administration. The employee must have sufficient sick leave to cover the extended duration of the leave and the additional sick leave shall not exceed six (6) weeks or a combined total of twelve (12) weeks of FMLA leave, unless a licensed medical professional provides the district with written certification recommending additional leave for the employee due to medical necessity related to recovery from child birth, or to care for the newborn.

An employee seeking to use sick leave to extend the duration of their maternity leave shall notify their employer in accordance with FMLA. FMLA leave shall run concurrently with the extended duration of the paid sick leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without

pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

NOTE: During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.

REFERENCE: 29 CFR pt. 825
P.L. 103-3

TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator and the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for dependent care expenses of any board member or employee regardless of whether the funding source is federal, state, or local funding.

Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Reimbursable expenses for District Travel may include airfare, mileage when the individual's own vehicle is utilized, taxi or limousine fare and a tip, bus or shuttle fare, subway fare, railroad fare, lodging, registration fees, and other miscellaneous expenses related to District Travel (hereinafter referred to as "Travel Expense"). Mileage reimbursements will not be paid to and from the local airport.

The District fully expects to reimburse those employees, provided the proper requisition, purchase order and encumbrance procedures have been followed prior to the expense being incurred. In order for an employee to be reimbursed for any such expenses, the employee shall submit to his or her direct supervisor or principal an employee expense form no later than the last day of the month following the month in which the expenditure was made. When overnight travel is required, the district will follow the U.S. General Services Administration (hereinafter referred to as "GSA") rates per diem for meals. If meals were provided as a part of the registration costs of a professional meeting, the claimant shall have the given amount deducted from any daily meal allowance.

Mileage will be paid only if a district vehicle is not available. A Transportation request must be filled out to check for vehicle availability. If a district vehicle is not available, the employee is required to obtain approval from the appropriate budget administrator to claim mileage. Once approved, the employee must fill out a requisition for a purchase order and follow encumbrance procedures prior to the mileage being incurred. Mileage expense will be reimbursed at the current IRS approved rate per mile when a personal vehicle is used.

In order to be reimbursed, claimants must submit itemized receipts for all travel related expenses other than meals and incidental expenses including but not limited to ground transportation, parking, etc.

The job related overnight travel request form and expense claim form for travel expenses are available in the finance office and on the district website. The forms will be completed and approved in the respective building and delivered to the finance office for payment.

**REFERENCE: 70 O.S. §5-117
2 C.F.R. 200.432 and 200.474**

CROSS-REFERENCE: Policy CFB, Activity Funds

**STUDENT ACTIVITIES
EXPENSE REIMBURSEMENT**

It is the policy of the Piedmont Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

REFERENCE: 70 O.S. §5117

THIS POLICY REQUIRED BY LAW.

EXPENSE REIMBURSEMENT

It is the policy of the Piedmont Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

If travel is approved by the administration and required by the District using the employee's own vehicle, reimbursement will be made at the current State allowable rate. This should be approved in advance.

All claims for travel reimbursement and workshop fees and registrations must be turned in for payment within thirty (30) days of the travel being taken, or workshop or attendance fees being paid.

REFERENCE: 70 O.S. §5-117

LEAVE SHARING BANK (REGULATION)

The Sick Leave Bank shall permit certified employees to contribute one day of sick leave each year to a certified employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

Records of the sick leave bank will be kept in the district administration office.

- A. A certified employee may be eligible to receive shared leave pursuant to the following conditions:
 - a. The receiving employee has exhausted, or will exhaust, all available full-paid leave.
 - b. The receiving employee has submitted a statement of need to the Superintendent or designee.
 - c. The condition has caused or is likely to cause the receiving employee to go on leave without pay or to terminate employment.
 - d. The receiving employee has contributed to the Sick Leave Bank by September 15 of the current school year.
 - e. The receiving employee has abided by district policies regarding the use of sick leave.
- B. General Provisions
 - a. The request for days from the sick leave bank shall be in writing and submitted to the Superintendent or designee at least ten (10) days prior to the time the leave is needed unless an emergency.
 - b. The Superintendent's appointee will consider the merits of the request.
 - c. A certified employee is eligible for up to fifty (50) days a year as long as they contributed to the sick leave bank during the year they are making the request.
 - d. The requesting employee shall be notified in writing whether their request was approved or denied.
 - e. Donation to the Sick Leave Bank will not impact unused sick days when determining amount of Efficiency Pay.

LEAVE SHARING PLAN

The Piedmont Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy.

REFERENCE: 70 O.S. §6-104.6

STAFF SAFETY ASSAULTS

It is the policy of the Piedmont Board of Education that the Piedmont Public Schools establish clear and specific procedures to ensure the health and safety of students and employees.

Procedures:

1. Principals/supervisors shall make known to district employees rules and regulations pertaining to the employee's safety and the safety of students and other personnel. Employees are subject to disciplinary action for willful violation of safety rules and regulations.
2. Principals/supervisors will complete an employee accident investigation form for each employee accident, retain one copy, and submit one copy to the Workers' Compensation Office not later than three (3) days after the accident.
3. In compliance with state law, the administrator of each school site shall post a sign in the school building which reads as follows: "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee."
4. Employees who are the victims of assault and/or battery while performing school duties shall notify the superintendent, superintendent's designee, or the building administrator of the incident within 30 days of the incident. The superintendent's designee or building administrator shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action taken. If the employee is not satisfied with the action, he or she may ask to be heard by the board of education.
5. The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.
6. Nothing in this policy shall be meant to prevent the school employee himself/herself from filing criminal charges.

**REFERENCE: 21 O.S. §650.7
51 O.S. §151, et seq.
70 O.S. 24-101.3**

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS) (REGULATION)

In accordance with the policy of the board of education, the following regulation and attached procedures contains guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions.

1. Wear gloves. All personnel will wear disposable gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After each use, gloves should be destroyed or disposed of. Under no circumstances should gloves be recycled or used for more than one incident.
2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - A. Use liquid soap and water with vigorous washing under running water for at least 10 seconds;
 - B. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
 - C. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. Such containers should be clearly marked as to the contents. The solution may be used in cleaning body fluid spillage and hands (if soap and water are not available) following cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets, and other items will be thoroughly rinsed in the bleach and water solution and carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should also be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans, and vacuum brushes should be washed in a solution of 1 part bleach to 10 parts water.
7. Any liquid disinfectant used in cleaning floors, equipment, or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels, and similar cleaning equipment should be washed in hot soapy water with one-half to one cup of bleach added to the wash water.

**HYGIENE AND SANITATION, BLOODBORNE PATHOGENS,
REGULATION (Cont.)**

9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.
10. Careful handwashing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot soapy water before and after any cleanup operation.
11. A copy of the Routine Procedures for Sanitation and Hygiene When Handling Body Fluids will be provided to each employee and must be followed when appropriate and necessary. (See DIAF-P.)

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Piedmont Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

**REFERENCE: 63 O.S. §1-502, et seq.
29 CFR Part 1910.1030, OSHA**

VOLUNTARY PRAYER

The minute of silence shall commence with an announcement substantially mirror the following statement: “We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.” Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District’s complaint procedures.

Voluntary Prayer: District acknowledges the right to engage in voluntary prayer. Those who wish to participate in voluntary prayer will be permitted to do so pursuant to the Oklahoma Administrative Code at OAC 210:35-3-251. Voluntary prayer is permitted at school events, including but not limited to sporting events or graduation ceremonies, so long as it is non-disruptive and respectful of the rights of other individuals present. Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District’s complaint procedures.

PROFESSIONAL GROWTH AND DEVELOPMENT

It is the policy of the Piedmont Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations. The board believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities may include, within budgetary limitation, special in-service training courses and workshops as recommended by a professional development committee and/or the board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

A focused and individualized program of professional development shall be created for each teacher and administrator that is consistent with the qualitative component of the TLE. Annual professional growth goals shall be developed for each certified employee in collaboration with the certified employee's evaluator. The certified employee will actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement, and the professional development will be supported by resources that are easily available and supplied by the school district and the State Department of Education. The superintendent or designee shall monitor compliance with each individualized program of professional development.

The professional development committee shall be composed of classroom teachers, administrators, and parents, guardians, or custodians of children in the district. A majority of the committee shall be composed of classroom teachers who will be selected by a designated administrator of the district from a list provided by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. The administrators shall be selected by the board from a list provided by the superintendent. Parents shall be selected by the board from a list provided by the administration and the professional development committee. At a minimum, once every four years the committee shall include at least one school counselor in its membership.

When classes are dismissed for that purpose, teachers are expected to attend professional meetings or forfeit one day's pay for each day of the meeting unattended unless an emergency exists.

The board may authorize the attendance of teachers at educational conferences and may reimburse travel and lodging expenses. Authorization to attend shall be obtained from the board prior to the activity date. Written requests shall be submitted to the superintendent who will forward the request to the board.

REFERENCE: 70 O.S. §3-104.2
70 O.S. §101.10
70 O.S. §6-192, et seq.
70 O.S. §6-194
70 O.S. §6-204.2

**PROFESSIONAL DEVELOPMENT
CERTIFICATION REIMBURSEMENT PROGRAM**

The School District, under limited circumstances, will provide subject area certification reimbursement to eligible employees based on the Oklahoma State Department of Education, Special Education Services (OSDE-SES) division's Certification Reimbursement Program. Reimbursement is limited to one subject area examination per individual. However, if needed, the District can request approval from the OSDE for additional test reimbursements. Prior to any employee wishing to be involved in this reimbursement program, the Superintendent or designee must agree to sponsor the request at the local level. State Department of Education approval is based on information provided by the district and available funds for the program. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current State law regarding certification requirements.

Once sponsored or approved by the Superintendent, it will be the employee's obligation to contact the (OSDE-SES) division for more information.

Reimbursements must be pre-approved:

The superintendent or designee must provide a statement on district letterhead with the following details:

- 1) Names of individuals for whom the reimbursement is being sought.
- 2) Current teaching assignment for each individual.
- 3) Justification for the necessity of each individual to take and pass the subject area examination.
- 4) Total cost.

Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer-generated Expenditure Summary and Detail report and a copy of each individual's subject area examination results to the Oklahoma State Department of Education, Special Education Services division.

The amount of the reimbursement will be listed on the employee's W2 as taxable compensation in the year in which the reimbursement was received by the employee.

For questions and information regarding this program, please contact the Oklahoma State Department of Education, Special Education Services division at (405)521-3351.

EVALUATION OF ADMINISTRATIVE PERSONNEL

Except for the superintendent of schools, who shall be evaluated by the board of education, all certified and non-certified administrators shall be evaluated at least annually by the certified administrative personnel designated by the superintendent. All evaluations shall be made in writing utilizing a system for evaluation approved by the State Board of Education. An individualized program of professional development shall be created for all administrators.

Evaluation documents and responses thereto are to be maintained in a personnel file for each administrator. The same evaluation form shall be used for both certified and non-certified administrators. The evaluator may omit any criterion or indicator on the evaluation form that is not applicable to the administrative position being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy.

All certified and non-certified administrators shall be evaluated and the evaluation form completed no later than June 15th of each school year.

The board of education shall evaluate and complete the evaluation form on the superintendent of schools prior to the board taking any action to renew or not renew the superintendent's contract.

THIS POLICY IS REQUIRED BY LAW.

TEACHER EVALUATION

The Piedmont Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall be evaluated at least twice each year. At least one evaluation shall occur in the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a district evaluation rating of "superior" or "highly effective" rating under the TLE, who may be evaluated once every three (3) years. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

For evaluations of teachers and administrators conducted during the 2017-2018 school year, and each school year thereafter, school districts shall incorporate and put into operation the qualitative component of the TLE and shall provide all teachers and administrators with a district evaluation rating based upon the components of the TLE. For the 2017-2018 school year school districts shall incorporate the individualized programs of professional development set forth at 70 O.S. § 6-101.10 (B) on a pilot program basis.

For evaluations of teachers and administrators conducted during the 2018-2019 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the individualized programs of professional development as set forth at 70 O.S. § 6-101.10 (B).

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

TEACHER EVALUATION (Cont.)

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

REFERENCE: 70 O.S. §6-101.10, et seq.

THIS POLICY REQUIRED BY LAW.

**PERSONNEL FILES
CERTIFIED STAFF**

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Piedmont Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information that will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations that the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

PERSONNEL FILES, CERTIFIED STAFF (Cont.)Use of Personnel Records

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Parental Notice

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

**REFERENCE: 51 O.S. §24A.7.
70 O.S. §6-101.11
P. L. 107-110, No Child Left Behind Act of 2001
The Americans With Disabilities Act**

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT.***

TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
 - A. The right to be represented.
 - B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.
 - C. The right to cross-examine witnesses.
 - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
 - E. The right to have an orderly hearing.
 - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

TEACHER TERMINATION PROCEDURES (Cont.)

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
6. While a record of the hearing is not required by law, the State Board of Education strongly suggests that the local board of education maintain such a record (including a tape recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:
 - A. Opening statement by the superintendent.
 - B. Opening statement by the teacher.
 - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
 - D. Questions by the board members.
 - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
 - F. Questions by the board members.
 - G. Presentation of rebuttal and surrebuttal evidence as necessary.
 - H. Closing argument by the superintendent.
 - I. Closing argument by the teacher.
 - J. Deliberation by the board members.
 - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
 - A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

TEACHER TERMINATION PROCEDURES (Cont.)

- B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
- C. Rulings on admissibility of evidence will be made by the presiding officer.
- D. Documentary evidence may be received in the form of copies or excerpts.
- E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
- F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning teachers to the State Board of Education on a prescribed form available from the administrative office.

SUPPORT PERSONNEL SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION

The Piedmont Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of one hundred seventy-two days (172) and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice, or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education. Such special meeting shall be conducted no sooner than 10 days, nor later than 30 days, after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.

5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.

29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

REFERENCE: 70 O.S. §6-101.40, et seq.

THIS POLICY REQUIRED BY LAW.

DUE PROCESS FOR ADMINISTRATORS

Pursuant to a proposed recommendation that a full-time certified administrator be dismissed or nonreemployed from an administrative position within the school district, the board will follow this procedure:

1. A written statement will be submitted to the administrator before the dismissal or nonreemployment advising of the proposed action, listing the reasons for the action, and notifying the administrator of his right to request a hearing before the board prior to the action.
2. A hearing by the board will be granted upon the administrator's request before the board takes action on the proposal. Such request for a hearing must be submitted to the board by certified mail, restricted delivery with return receipt requested, no later than ten days after the administrator has been notified of the proposed action.
3. Upon receipt of the administrator's request for a hearing, the board will conduct such hearing at its next regularly scheduled meeting or at a special meeting. The failure of the administrator to timely request a hearing after being properly notified will be deemed a waiver of the right to a hearing and the decision of the board will be final.
4. Pending final determination of an administrator's dismissal or nonreemployment, the board or superintendent may suspend the administrator if it believes that the immediate suspension is in the best interest of the school district. Such suspension will not deprive the administrator of any compensation or benefits to which the administrator may be entitled. The board will initiate dismissal action within ten days from the effective date of suspension. However, in cases involving a criminal charge or indictment, the suspension may extend to such time as the administrator's case is finally adjudicated at trial.

After full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, a principal who has received a rating of "ineffective" as measured pursuant to the TLE as set forth in Section 6-101.16 of this title for two (2) consecutive school years, shall not be reemployed by the school district, subject to the due process procedures of this section.

REFERENCE: 70 O.S. §6-101.13

REDUCTION-IN-FORCE CERTIFIED PERSONNEL

It is the policy of the Piedmont Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decreases in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

Definitions:

Career Teacher: A teacher who is and has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract, or

Probationary Teacher: A teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract.

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher Leader Effectiveness Evaluation System (TLE). Otherwise, reduction-in-force will be made according to the following procedures:

1. The position eliminated will be the determining factor, not the employees occupying those positions.
2. The order of termination will be as follows:
 - A. A licensed teacher in an eliminated position will be terminated first.
 - B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, provided the position is occupied by a probationary or licensed teacher.
 - C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
 - D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence

of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

- E. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
1. Certification in a retained teaching position that is open. A career employee with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.
 2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in break of service.) The part time employee will receive one-sixth year of credit for each teaching hour contracted.
 3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
 - a. Years of teaching experience in the retained position in the local school district.
 - b. Academic degree status:

A teacher with a doctoral degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
- F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

- A. Any employee who is relieved from active employment with the Piedmont Public Schools as a result of this policy shall be given written notice by certified mail of that fact through the Office of the Superintendent within ten (10) days following Board of Education action.
- B. Employees removed from active employment status as a result of this policy shall remain on a recall list for one (1) calendar year after the effective date unless the employee.
 - 1. Waives recall rights in writing.
 - 2. Resigns
 - 3. Fails to accept reappointment to any position for which the individual held provisional or standard certification at the time the employee was removed from active employment status.
- C. All teaching vacancies which occur while there are active names on the recall list will be filled from the recall list unless:
 - 1. No employee on the recall list holds a provisional or standard certificate.
 - 2. All employees on the recall list who hold a provisional or standard certificate for the vacant position decline the offer to fill the vacancy.
- D. Employees on the recall list shall be offered reinstatement in reverse order of layoff.
- E. Upon reinstatement, recalled employees shall be granted full benefit status for the position accepted and shall be given credit for all previously accrued leave and teaching experience as provided by local policy and state statutes.
 - 1. The offer of recall shall be made by certified mail, receipt requested. Within fifteen (15) days of receipt of the notice, the recalled employee shall notify the superintendent of schools by certified mail of his or her respective decision. If the recalled employee fails to notify the superintendent within the fifteen (15) day period of his or her decision, the employee shall be deemed to have waived his or her right to a recall position. The employee shall be responsible for notifying the administration by certified mail of any address change.

All benefits to which employees were entitled at the time of their layoffs, including seniority, career status, retirement, accumulated sick leave, and professional leave will be restored to employees upon their return to active employment and such employees will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education.

All employees involved in Reduction in Force (RIF) will have the option of continuing their insurance program through the school. Said employees will be responsible for full payment of the premium. This benefit will be provided throughout their recall period.

REDUCTION-IN-FORCE SUPPORT PERSONNEL

The Piedmont Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

- a. Assistants for handicapped students
- b. Bus drivers
- c. Classroom assistants
- d. Maintenance/custodial
- e. Media/library assistants
- f. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

REDUCTION-IN-FORCE, SUPPORT PERSONNEL (Cont.)

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

TERMINATION OF EMPLOYMENT TEACHERS

It is the policy of the Piedmont Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year, made after April 25, likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Abandonment of contract,
9. Conviction of a felony,
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123

VOLUNTEER COACH HIRING GUIDELINES

- Applicant must complete application and provide references
- Applicant will go through interview process with Athletic Director and Head Coach
- Applicant must complete background check as required by law and Piedmont School Board Policy
- Applicant must have completed the State of Oklahoma required “Care and Prevention of Athletic Injuries” course or equivalent.
- Applicant must have completed the Oklahoma Secondary Schools Activity Association (OSSAA) required National Federation of State High School Associations (NFHS) “Theory of Coaching” online course
- Applicant must have completed the OSSAA required NFHS “Concussion Management” online course
- Applicant will provide proof of health insurance
- Applicant will agree to sign a contract explaining duties, duration of contract, and payment for services, if any.

QUALIFICATIONS TEACHERS

The Piedmont Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal before April 10 each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education who shall make the final employment determination.

School districts receiving Title I funds must ensure that teachers hired in a program supported by such funds are "highly qualified." By the end of the 2005-2006 school year, all teachers within this school district are required to be "highly qualified." The No Child Left Behind Act defines "highly qualified" as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor's degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran regular teachers currently employed by the district will be identified as highly qualified if they:

1. Hold at least a bachelor's degree; and
2. Have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or
3. Demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.

Special education teachers currently employed by the district will be identified as highly qualified if they:

1. Have obtained full state certification as a special education teacher or passed a state special education teacher licensing examination;
2. Hold a license to teach special education and have not had certification or licensure requirements waived on an emergency, provisional, or temporary basis;

QUALIFICATIONS, TEACHERS (Cont.)

3. Have earned at least a bachelor's degree; and
4. Meet NCLB requirements regarding subject matter competence.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

**REFERENCE: 70 O.S. §6-101.20, et seq.
P. L. 107-110, No Child Left Behind Act of 2001
Individuals with Disabilities Education Improvement Act of 2004**

***THIS POLICY REQUIRED BY THE
NO CHILD LEFT BEHIND ACT.***

SCHOOL HOURS

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

Notification of this policy shall be provided to the State Board of Education prior to October 15th of the applicable school year.

REFERENCE: 70 O.S. §1-109

GRADING, PROMOTION, RETENTION, AND GRADUATION

Grading: The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth District's grading system, including class ranking. Any students attending school on a virtual platform will be subject to the same grading scale and policies as all other District students.

Testing: No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. No District employee (without written parental consent) shall elicit by written survey or written examination from any student information of a personal or private nature concerning any of the following areas:

1. Political affiliations;
2. Religious beliefs;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Mental or psychological problems potentially embarrassing to the student or his family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

Homework: Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Supplies: Students may be required to buy material for use in classroom activities or projects that are optional and/or extra-curricular projects that may be taken home when student has completed the project.

Report Cards and Progress Reports: District shall make report cards available to parents and/or guardians each 12 weeks via the electronic parent portal. In addition, teachers may send progress reports, may make telephone

calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

Transcripts: A transcript is any record of a grade or grades given to a student by a teacher such as a report card. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any school issued property or failed to make payment for any school issued property which has not been returned, District shall withhold the transcript until such time as payment is made. The Superintendent may waive the withholding of a student's transcript because of failure to return any school issued property or failure to remit payment for any school issued property depending on the circumstances involved.

Promotion: Students may be promoted based on proficiency as provided by law and the regulations of the State Department of Education.

Retention: In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school shall form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal. Criteria to be considered by the committee shall include attendance, testing, assignments, and the student's level of maturity. Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause an undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefitting the student's development.
4. In addition, retention of certain students may be mandated by state law if the student achieves below the requisite score on statewide criterion-referenced tests.

Whenever a placement committee recommends that a student be promoted to the next grade level or retained at the present grade level, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the site principal within five business days of the last day of classes for the current academic year, by complying with the district's appeal process which will be provided, in writing, to them at the time of the decision. If a timely request for an appeal is not received, the teacher's decision shall be final.

A written statement requesting an appeal is to be submitted to the site principal within five business days of the last day of classes for the current academic year. The site placement appeal committee which is comprised of an administrator and two certified staff members who were not involved in the recommendation regarding the promotion/retention decision. The appeal to the site committee shall consist of a review of any written statements on

behalf of the placement committee recommending the promotion/retention, as well as a statement or letter by the parent/guardian of the student. After reviewing all information provided, the committee shall render a decision to uphold or overturn the promotion or retention. The parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the superintendent or designee.

A written statement requesting an appeal is to be submitted to the superintendent or designee within five days of the site placement committee's decision being rendered. The hearing of the District Placement Appeal Committee shall be scheduled, and the student and/or the student's parent or guardian shall be notified of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the Chairperson of the Placement Appeal Committee in writing, at least 2 (two) days in advance of the hearing if the student is going to be represented by legal counsel. The District may elect to have legal representation at the hearing.

The Placement Appeal Committee shall conduct an informal hearing in which the administrator recommending the promotion or retention shall present a statement and any evidence to support the recommendation and the student and his/her parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the promotion or retention. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student's parent/guardian and provided to the administrator.

If the student's parent/guardian is dissatisfied with the decision of the Placement Appeal Committee, the parent/guardian may appeal the Committee's decision to the Board of Education ("Board") by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.

Whenever the committee recommends that a student be retained at the present grade level or recommends that a high school student not be passed in a course, the student's parent or guardian shall be notified of such recommendation. If the student's parent or guardian is dissatisfied with the recommendation for retention on the basis of items 1-3 set forth above, the parent or guardian may appeal the decision to the Board by submitting a written request for an appeal to the Superintendent or designee. The decision of the Board shall be final. There shall be no appeal procedure for mandatory retention on the basis of item 4 set forth above.

Strong Readers Act: The Strong Readers Act ensures that the progression from one grade to the next is at least partially determined by proficiency in reading and that reading instruction and intervention services are implemented to address student reading needs. Students and their parents or legal guardians will be informed of reading progress.

In order to identify students who have a reading deficiency including identifying students with characteristics of dyslexia, each student enrolled in kindergarten, first grade, second grade, and third grade in a public school shall be screened at the beginning, middle, and end of each school year for reading skills. These reading skills shall include, but

not be limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. District will utilize an approved screening instrument that meets the requirements under the law.

Beginning in the 2025-2026 school year, the State Board of Education (SBE) will approve screening instruments that meet the criteria provided for by law. Students who provide documented evidence that they meet at least one of the following criteria may be exempt from the screening requirements provided for by law:

1. The student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods;
2. The student's primary expressive or receptive communication is sign language;
3. The student's primary form of written or read text is Braille; or
4. The student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

If an exemption is granted, evidence of progression toward English language acquisition will be provided with the same frequency as administration of screening instruments.

Students who are administered a screening instrument and are determined not to be meeting grade-level targets shall be provided with a program of reading instruction that is designed to enable students to acquire appropriate grade-level reading skills. The program shall be based on scientific research and align with SBE standards and shall include:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;
2. If funding is available and it is determined to be necessary, tutorial instruction outside of regular school hours;
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's reading instruction program;
4. High-quality instructional materials grounded in scientifically based reading research; and
5. A means of providing every prekindergarten, kindergarten, first grade, second grade, and third grade student's family access to free online, evidence-based literacy instruction resources to support literacy development at home.

The parent or legal guardian of a student who is enrolled in kindergarten, first grade, second grade, or third grade and who shows a deficiency in reading, based on the results of the screening instrument administered by the

district, shall be notified and the student shall receive an individual reading intervention plan no later than thirty (30) days after the reading deficiency is identified. The reading intervention plan shall be provided in addition to core reading instruction and shall:

1. Describe the research-based reading intervention services that the student will receive to remedy the reading deficiency;
2. Provide explicit and systematic instruction in phonological awareness, decoding, fluence, vocabulary, and comprehension, as applicable;
3. Monitor each student's reading skills progress throughout the school year and adjust instruction according to the student's needs; and
4. Continue until the student is determined to be meeting grade-level targets in reading based on the results of the screening instruments or assessments administered pursuant to law.

The reading intervention plan for each student identified as having a deficiency in reading shall be developed by a Student Reading Proficiency Team composed of the parent or legal guardian of the student, the teacher assigned to the student who was responsible for reading instruction during that academic year, a teacher who is responsible for reading instruction in the next grade level of the student, and a certified reading specialist, if available.

District shall adopt and implement a strong readers plan with input from administrators, teachers, parents and legal guardians, and a reading specialist, where possible. District shall update its reading sufficiencystrong readers plan annually taking into consideration all of the requirements prescribed in law as well as the input of school administrators, teachers, parents and legal guardians, and if possible a reading specialist. Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to law shall not require a program of reading instruction or an individual reading intervention plan. Upon demonstration of proficiency, the District shall notify the parent(s) or legal guardian(s) of the student that he or she has satisfied the requirements of the Strong Readers Act. District shall continue to monitor the student in the next successive grade level in order to ensure that he or she maintains proficiency.

Beginning with the 2025-2026 school year, if a third-grade student is identified as having a significant reading deficiency, which means that he or she is not meeting grade-level targets on a screening instrument, district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the student's individual reading intervention plan and as determined by the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at his or her grade level based on the administration of a screening instrument.

The parent of a student who is determined to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for by law shall be notified in writing of the following:

- A. That the student has been identified as having a substantial deficiency in reading;
- B. A description of the services being provided to the student pursuant to
- C. A description of the proposed intensive intervention services and supports that will be provided to student and are designed to remediate the identified area of reading deficiency as provided for by law;
- D. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;
- E. Strategies for parents to use in helping the student succeed in reading proficiency; and
- F. The grade-level performance scores of the student.;

No student will be assigned to a grade level based solely on age or other factors constituting social promotion.

A teacher who determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, shall notify the parent or legal guardian of the student's reading level, the program of reading instruction for the student as required by the Strong Readers Act, and the potential need for summer academy or another program designed to assist students in attaining grade-level reading skills.

Dyslexia Screening: Any student enrolled in kindergarten-third grade in an Oklahoma public school who is assessed through the Strong Readers Act and is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening may also be requested by a parent or legal guardian, teacher, counselor, speech-language pathologist, or school psychologist. All processes and characteristics of the dyslexia screening shall follow State Department of Education guidelines.

Acceleration: Based on results of assessments, students may be accelerated ahead of grade level. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal.

Credit for Advanced Courses: The Board believes that an important part of the educational process is the encouragement of students to strive for their intellectual limits.

Concurrent College Enrollment: As an additional opportunity, and in compliance with state law, the Board will approve the enrollment of high school students in college courses. Students who meet the concurrent enrollment credits established by the State Regents and the State Board of Education shall be entitled to receive a tuition waiver for up to eighteen (18) credit hours during their senior year. Subject to the concurrent enrollment program for seniors being fully funded, each high school junior who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver for up to nine (9) credit hours during their junior year. This includes CTE programs through Career Tech.

Individual Career and Academic Plan (“ICAP”): Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student’s parent/legal guardian, in collaboration with the student’s school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including but not limited to, military careers, apprenticeship programs, and career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid, and ultimately enter the workforce. Each year following a student’s ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

- A. career and college interest surveys,
- B. written postsecondary workforce goals and information of progress toward these goals,
- C. intentional sequence of courses that reflect progress toward the postsecondary goal,
- D. the student’s academic progress, including courses taken, assessment scores, any remediation or credit recovery, and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- E. experience in-service learning and/or work environment activities.

Graduation Requirements: In order to graduate from District, students must complete certain course requirements and tests and be enrolled in District as set forth in Administrative Regulations or Student Handbook and state law.

Graduation Exercises: Graduation exercises are an important event in the educational process, and student participation in and student conduct at graduation exercises shall be governed by Administrative Regulations or Student Handbook.

Graduation Attire: Students who can verify their enrollment in a federally recognized Indian tribe or tribe of another country will be allowed to wear tribal regalia during the District’s official graduation ceremonies.

No alterations may be made to the graduation robe and any beading shall be attached to the mortar board and shall not exceed the edge of the mortar board such that it impedes an individual’s ability to see or be seen. No discriminatory, intimidating or harassing items of any kind, profanity, anything relating to drug paraphernalia or the like, or any other obscenities of any kind may be incorporated with the regalia. Prior to the beginning of the graduation ceremony, each student celebrating their tribal heritage through expression on their regalia must check in with District personnel for approval of the items. For purposes of this policy, students are considered students of District until graduation ceremonies have been completed and are required to abide by District’s policies and procedures. Failure to follow the aforementioned guidelines may result in disciplinary action and/or prohibition from participation in graduation exercises.

“Tribal Regalia” is defined as traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance. Tribal regalia shall not include a firearm or any other weapon. Tribal regalia also does not include any object otherwise prohibited by federal law unless it is in compliance with a properly obtained federal permit.

STUDENT ACTIVITIES

General: Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Policy governing such participation. In order to be excused from classes to participate in student activities which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Policy governing such participation.

Organizations: District shall permit the formation of student organizations as provided by Administrative Policy and procedures. Student organizations shall have at least one (1) faculty advisor and shall comply with state law, District policy, and any Administrative Policy regarding funds from student activities.

Government: District shall permit the formation and operation of student government which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies and/or Policy for District, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the Administration on any topic.

Publications: District may establish official District-sponsored publications as a forum for student expression. Official District-sponsored publications may include newspapers and yearbooks. The preparation, publication, and distribution of such student publications shall be done by students working under the supervision of a faculty advisor and shall be done in accordance with the law, District policy, and any applicable Administrative Policy and procedures.

Contests and Competitions: Students may participate in various contests and competitions whether sponsored by District or by other organizations when approved by the appropriate administrator. In determining participation in contests and competitions, District administrator shall consider the primary educational aims of District and the needs and interests of the students. Contests shall not be used to promote private or commercial interests or to promote the sale of competitive goods or services. All contests to be conducted shall comply with any applicable Administrative Policy and procedures. District may provide funds for transportation, registration, and lodging, when necessary, for students who are approved to attend district, regional, state, or other competitions.

Other Extra-curricular Activities: A well-organized and well-conducted extra-curricular program is a potent factor in the morale of the student body and an important phase of good community-school relations. Students benefit through opportunities to grow physically and intellectually, to develop self-discipline, and to contribute to a team effort which is made possible by participation in extra-curricular and athletic activities. The eligibility of students to participate in the District's extra-curricular programs shall be monitored by coaches, sponsors, and principals.

Insurance against accident or injury, if required by any applicable law or policy or desired by the parent or guardian of the student, shall be provided by the student who engages in extra-curricular activities, and will not be provided by the school.

Head Injury and Concussion Prevention and Management: In an effort to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, District will work in conjunction with the Oklahoma Secondary Schools Activities Association ("OSSAA") to educate coaches, students, and parents/guardians about head injuries and concussions, the risks associated with head injuries and concussions, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the District. The District will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website; www.ossaa.com.
2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the District. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time. If a game or team official who is responsible for the care and safety of an athlete at an athletic event suspects or becomes aware that an athlete is exhibiting signs, symptoms or behaviors consistent with having sustained a concussion or head injury and does not remove the athlete from practice or competition, the official shall be subject to additional concussion recognition and management education as predetermined by the board. If the official fails to remove an athlete under suspicion of a concussion or head injury a second time, the official shall be suspended from the

sport until he or she appears before the board.

4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
 - a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and
 - b. Said health care provider issues a written clearance for the student to return to participation; and
 - c. The written clearance is on file with District.

*The health care provider should also offer guidance as to the appropriate levels of cognitive and physical activities in which the student should partake when returning to school.
5. Students who are recovering from a concussion are advised to limit their activities. Exercising or activities involving a lot of concentration may cause concussion symptoms to reappear or worsen. Academic adjustments for a student who returns to school while recovering from a concussion should be tailored on a case-by-case basis. A variety of services are offered to assist students who experience prolonged recovery in accordance with law and policy. These services include, but are not limited to, interventions, 504 Plans, and Individualized Education Plans (IEPs).
6. When an athlete is cleared to return to participation in a sport, such return should consist of a graduated progression. Game officials and team officials shall keep a close eye on returning athletes and shall undergo concussion training as required by law so that they can identify any signs or symptoms of initial or recurring concussions.
7. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the District, the District Athletic Director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been

removed from athletic participation due to a suspected head injury or concussion:

- a. The athlete's name;
- b. The date the suspected head injury or concussion occurred;
- c. The sport in which the athlete was participating at the time of injury; and
- d. Any other sports in which the student participates or may be participating within the District in the given school year; and
- e. Date of return to athletic participation, along with confirmation that all three conditions for return were met.

Automatic External Defibrillator: District is in possession of automatic external defibrillators ("AED"), which will be stored in various locations around campus so that any victim may be reached right away in the event of an emergency. District will follow the American Heart Association guidelines for AED use and storage. Responders' use of the AED should not replace the care provided by emergency medical services ("EMS") but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Any person using an AED under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

Chase Morris Sudden Cardiac Arrest Prevention Act: Each year prior to participation in any athletic activity, students in grades seven through twelve and their parents/guardians shall be required to complete and sign an acknowledgment of receipt and review of sudden cardiac arrest symptoms and warning signs information sheet prepared by the State Department of Health and the State Department of Education.

District may hold an informational meeting prior to the beginning of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. Informational meetings may include parents, students, coaches, other school officials, physicians, pediatric cardiologists and athletic trainers.

A student who collapses or faints without concurrent head injury while participating in an athletic activity shall be immediately removed by the coach from participation and shall not return to participation until the student has been evaluated and cleared for return to participation in writing by a health care provider as defined by law.

Annually and prior to coaching an athletic activity, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an AED. Guidelines for the training shall be set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care.

Emergency Response Plans: District's board shall coordinate with the emergency medical services providers serving its area to develop an Emergency Action Plan for each facility and athletic practices, events or activities held at District facilities. The Emergency Action Plan shall meet all requirements provided for by law and shall be reviewed, updated and rehearsed annually, with school officials and local emergency medical services providers. The Emergency Action Plan shall be placed on file with the District and the emergency medical services provider and shall be updated to reflect any potential significant change that would affect implementation of the plan.

The Emergency Action Plan shall be digitally transmitted to a visiting school administrator or coach, or posted to District's website, prior to any athletic event or activity involving athletes from visiting schools.

In addition, District shall develop a sudden cardiac emergency response plan. The plan shall activate in response to sudden cardiac arrest and shall establish members for each school site, including a site administrator. The plan shall also implement clearly marked and easily accessible AED placement and routine maintenance within the school in accordance with guidelines for the training set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care. The plan will be disseminated throughout campus and practiced through periodic drills. District administration will coordinate with emergency medical service providers that serve in the area near District's school sites. The plan shall address athletic events and athletic facilities at each middle and high school site as follows:

1. An AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or
2. A mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care.

District will identify and ensure appropriate staff, including but not limited to athletic coaches, school nurses, and athletic trainers, are trained in first aid, pulmonary resuscitation, and in the use of an AED in accordance with guidelines for the training set by a nationally recognized, guidelines-based organization that is focused on emergency cardiovascular care. The board and

the sudden cardia response team will review and update the plan annually.

Field Trips: Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught.

Overnight Student Trips: All overnight student trips will be approved by the Board and will include adult sponsors. The adult sponsor must be approved by the principal and the Superintendent prior to the trip.

MEDIA CENTER - SELECTION OF LIBRARY BOOKS

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools. It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading matter shall be chosen for values and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, local and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal, approval or disapproval.
3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the schools in which the materials are made available.
4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.
- *5. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

*In accordance with number 3 above, the board has adopted the following policy for dealing with censorship of books and other materials:

- The final decision for controversial reading matter shall rest with the board of education after careful examination and discussion of the book or reading matter with school educators.
- No parent or group of parents has the right to determine the reading matter for students other than their own children.
- The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent.

6. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing to the superintendent. The statement must be signed and identified so that a reply may be given.
7. A committee of two teachers and one librarian, appointed by the superintendent, shall review the material and judge whether it conforms to the above stated principles, and submit its report in writing to the superintendent.
8. If the matter cannot be resolved at this level, then the written criticism along with the superintendent's evaluation will be forwarded to the district's Curriculum Department for disposition. The concerned parties will be notified of the final disposition in writing.

Reference: OKLA. STAT. tit. 70, § 11-201 (subject to renumbering due to duplicate sections passed during legislative session), OAC 210:35-3-126, OAC 210:35-3-127

POLICY EFBCE-E

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____ -

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.) As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): _____ Home Phone: _____

Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

Adopted: April 9, 2012

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time. All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.

11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission.
Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand that I have no expectation of privacy with regard to my use of the school district's technology.

User's Name (print clearly): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: Student _____ Staff _____ Patron _____ I am 18 or older _____ I am under 18 _____

If I am signing this policy when I am under 18, I understand that when I turn 18, I will have to sign another policy.

Parent or Guardian: If the applicant is under 18 years of age, a parent or guardian must also read and sign this agreement. As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the internet. I understand that access is being provided to the student for educational purposes only. However, I also understand that it is impossible for the school district to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks and/or his or her violation of the foregoing policy. Further, I accept full responsibility for the supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network and the internet.

Parent or Guardian (print clearly): _____ Home Phone: _____

Parent or Guardian's Signature: _____ Date: _____

Address: _____

This agreement is valid for the _____ school year only.

SOCIAL MEDIA AND DIGITAL COMMUNICATION

Employee and Student Use of Social Media: Piedmont Public Schools recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the laws of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in social media, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

Teachers, administrators and other staff in District schools may use social media platforms and other digital communication to extend and enhance communications with students, parents, colleagues and the community. Employees are expected to maintain an appropriate and professional relationship with students, parents and patrons at all times and in all forms and manners of communication.

I. Definitions:

Social media refers to any user-generated content sites generally available to the public or consumers that include, but are not limited to sites like Facebook, YouTube, Twitter, (X), Instagram, Snapchat, Google apps, Skype, Wikis, social networks, podcasts, forums, blogs, and other content and messaging sites, programs and applications.

II. Employee Guidelines: District employees are expected to serve as positive ambassadors for our schools and remember they are role models to students in this community. Because readers of social media may view the employee as a representative of the district, they are required to observe the following rules when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media:

1. An employee's use of any social media and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable district policies.
2. District employees should exercise discretion and maintain professionalism when communicating with students or groups of students via computer or wireless telecommunication devices. Employees should limit communication with students to matters concerning a student's education or extracurricular activities for which the staff member has responsibility.

3. District employees are discouraged from engaging in private electronic media exchanges with students. Only on rare occasions or in emergency situations should individual communication with students occur.
4. District employees are personally responsible for all comments/information they publish online. Respect and professionalism should be maintained in all communications - by word, image or other means. Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
5. Employees may not act or purport to act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.
6. When using forms of electronic communication to share information with students, district employees are directed to inform parents in writing (handbook, syllabus, etc.) to the extent this form of communication will be used, establish guidelines for such use, and allow them the option to opt out.
7. District's or school's name/logo may not be used on any social media network without permission from the Superintendent, or designee. Nonpublic images of the district premises and property, including floor plans, may not be posted or shared.
8. Employees are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level. District employees should be aware that persons classified as "friends" or persons who can access a personal social networking site may have the ability to download and share the employee's information and photographs with others.
9. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.

III. Student Guidelines:

1. Remember that social media platforms are very public and leave a digital footprint for all to see, including future employers. To protect yourself, please observe social media policy guidelines when referring to the district, its schools, students, programs, activities, employees, volunteers and communities on any social media networks.

2. Students should be aware that social posts must adhere to all state and federal laws and any applicable district policies. Students will be held accountable for the content of their electronic communications in relation to school, staff and students that might harm or cause harm to another student or teacher, specifically that which constitutes bullying, harassment, threats or advocates or depicts illegal activity, and/or causes a disruption to the normal operations at school. Illegal behavior is subject to punishment as appropriate and available. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by victims or victim's families. The district will fully cooperate with law enforcement agencies in any and all investigations involving students, electronic devices and social media.
3. Be safe online. Never give out personal information.
4. Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
5. Use of social media during the school day is prohibited unless specific permission has been granted by District.

Consequences for Violations of Social Media Policy

Reports of a violation of this policy may result in an investigation of the user's posts, files, internet usage, or other electronic/digital media. The investigation and its scope will be reasonable and calculated to disclose the existence and nature of the alleged violation. If warranted, consequences will be determined in accordance with state and federal laws, considering the type of violation, and past history.

Consequences may include, but are not limited to the following:

1. Loss of internet access (while on school property) and/or network access, for a determined amount of time according to the offense.
2. Student offenses will include notifying the student's parent/guardian of an incident and possible disciplinary action appropriate to the severity of the offense.
3. Staff misuse may result in disciplinary action that may include a recommendation for dismissal or non-reemployment.

Texting/Messaging

With few exceptions, texts and messages sent by teachers, coaches and other staff shall be sent to an entire class, team, club or organization, not to individual students. Exceptions may include situations involving confidential medical

issues, emergencies, or times when students in crisis reach out for support. Administrators should be notified about any individual messages to students that are personal or confidential.

Digital Communication Guidelines and Restrictions

All digital communications between employees and student, whether via social media, texting or other means, should be about legitimate school business. Digital communication is an extension of the physical classroom. What is inappropriate in the classroom is inappropriate in digital communications.

District digital communications, content posted by district employees and comments posted by participants on social media sites shall not contain:

- Profane language;
- Language that is harassing, hazing, accusatory, intimidating, demeaning, defamatory, maligning, inflammatory or verbally abusing toward any person or entity
- Language that threatens personal safety or may tend to compromise personal safety or security
- Language that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Language that incites or encourages attempts to interfere with or disrupt the normal educational process
- Language that encourages illegal activity;
- Language or images of a sexual or flirtatious nature or links to sexual content;
- Support or oppose district bond proposals or candidates for office;
- Solicitations of commerce for personal gain;
- Content that violates a legal ownership interest of any other party;
- Any comments by sponsors/participants not following these guidelines must be deleted and sponsors/participants may be removed from platforms.

Privacy

Staff shall have no expectation of privacy when using district technology or the district network in regards to social media.

Parent Notification

At the beginning of the school year or season, as appropriate, employees should communicate with parents in writing about the manners in which they will communicate with students about classroom activities, clubs or extracurricular activities students are part of.

Directory Information (Personally Identifiable Information)

The school district designates the following personally identifiable information as "directory information": student's name, class designation, student's extracurricular participation, student's achievement awards or honors, student's weight and height if on an athletic team, and student's photograph. Directory information can be released by the district or posted on the school district/school site's website/social media.

If a parent wants to prohibit the release of directory information, the school must be notified in writing. If the release of directory information is prohibited, the student's information cannot be sent to the newspaper for awards or be in the yearbook.

Media Inquiries

Any media contact stemming from social media sites managed by district personnel shall be referred to the District's Communications Department at 405-373-2311.

Personal Use of Digital Communication or Social Media

Employees' personal social media sites, pages or platforms may contain content, including photos or video, that shines a positive light on the district, schools, students or other members of the district community.

Before posting photos or videos of students on personal social media, employees must:

1. verify with the school principal (or designee) that the student's parent/guardian(s) have not opted out of photos or video of their child appearing in district publications (See "Directory Information")
2. Verify in PowerSchool that the student's parents have not restricted the release of directory information.
3. Verify that the use of photos does not violate FERPA.

Appropriateness

Employees are expected to maintain a professional and appropriate relationship with students. The District strongly recommends that employees not communicate via personal social media with students who are currently enrolled in District schools, with the exception of communication about non-school issues with students who are relatives or children of personal friends. The District recommends employees consider politely discontinuing existing, personal social media profile interaction with current students.

In regard to digital communication and social media use, unprofessional relationships include writing personal letters, email, direct messages (DM) or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.

Any inappropriate contact or remarks via digital communication or social media from a student to an employee shall be reported by the employee to his or her supervisor immediately.

Inappropriate or offensive content sent as digital communication or posted to social networks by employees may be investigated by school and district officials and, if warranted, may result in discipline, dismissal from employment, notification to the State Department of Education or criminal investigation.

District employees who have personal social media accounts are strongly encouraged to use appropriate privacy settings. At the same time, employees should also understand that privacy settings are no guarantee of privacy, and that in various manners any post in a personal digital communication or social media account could become public. A good rule of thumb is that if a staff member does not want to see something on the front page of the paper, they should not text it or post it.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

A. Purpose Statement

School District No. 22 of Canadian County, Oklahoma (the "District") offers its students and employees access to network resources (the "Network") that may include but not be limited to:

- network storage for files and communication
- email accounts for communication between district employees, patrons, and when applicable, students
- Internet access for research and presentation
- software programs for instructional and productivity purposes
- availability of hardware to access network resources

While these resources provide the District with a means to communicate and inform in an efficient manner, the opportunity exists for abuse. The purpose of this document is to provide a guide to proper legal and ethical usage for employees and students. All individuals, student or other, who seek access to the District's network technology resources must read and agree to comply with the following policy. This policy will be made available to individuals through the Internet and through the publication of a student handbook made available to all students.

The District believes that it is primarily a parents' responsibility to communicate what is acceptable to view with their students. For this reason, all parents must read and accept the District's acceptable use policy prior to their student gaining access to District network resources.

B. Responsible Use Guidelines/Internet Safety Requirements

These procedures are written to support the Responsible Usage Policy of this district and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

1. Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the education, research and mission of the district. District Administrators will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. The district is not financially liable for loss or damage of personal equipment or software.

2. Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district. Authorized users of personal devices will log into an age appropriate network designated by the Technology Department to ensure mandatory filtering CIPA requirements are being met. Piedmont Public Schools will not be held responsible for data charges incurred on personal devices.

3. Acceptable Use of District Technology Resources include but are not limited to:

- a. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- b. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and Web pages that support education and research;
- c. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- d. Staff use of the network for incidental personal use in accordance with all district policies and procedures;
- e. Connection of personal electronic devices to the district network will be limited to wireless portable devices that support education and research.

4. Unacceptable Use of District Technology Resources includes but is not limited to:

- a. Personal gain, commercial solicitation and compensation of any kind without permission or approval from the Superintendent or designee;
- b. Actions that result in liability or cost incurred by the district;
- c. Downloading, installing and use of audio files, video files, games or other non-curricular approved applications (including shareware or freeware) without permission or approval from the Superintendent or designee;
- d. Support for or opposition to ballot measures, candidates and any other political activity;
- e. Hacking, cracking, vandalizing, the introduction of malware, viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools, and any other malicious intent to disrupt, damage, or harm district resources;
- f. Unauthorized access to other district computers, networks and information systems;
- g. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- h. Information that could endanger others (e.g., bomb construction, drug manufacturing) not related to educational objectives of our district;
- i. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- j. Attaching unauthorized personal devices to the district networks; such as a student personal device to the staff network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

5. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- sending mean or threatening messages via email, IM (instant messaging), or text messages;
- spreading rumors about others through email, IM, or text messages;
- creating a website or social-networking account that targets another student or other person(s);
- sharing fake or embarrassing photos or videos of someone with others via a cell phone or the web; and
- stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Piedmont Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

6. Internet Safety: Personal Information and Inappropriate Content

- a. Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- b. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission; and
- c. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

7. Filtering and Monitoring

- a. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a school decision.
- b. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- c. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, virtual private network (VPN), modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- d. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

- e. The district will provide appropriate adult supervision of Internet use.
- f. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- g. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- h. The district reserves the right to prioritize the use of, and access to, the network.

8. CIPA UPDATE/Internet Safety Instruction

- a. All students and staff will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.
- b. Age appropriate materials will be made available for use across grade levels.
- c. Training on online safety issues and materials implementation will be made available for administration, staff and families.

9. Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

10. Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

C. Network Security and Privacy

1. Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following recommendations are designed to safeguard network user accounts:

- a. Change passwords according to district policy;
- b. Do not use another user's account;
- c. Do not insert passwords into e-mail or other communications;

- d. If you write down your user account password, keep it in a secure location;
- e. Do not store passwords in a file without encryption;
- f. Do not use the "remember password" feature of Internet browsers; and
- g. Lock the screen or log off if leaving the computer.

2. Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act.

3. No Expectation of Privacy

The district provides the computers, network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- a. The network;
- b. User files and disk space utilization;
- c. User applications and bandwidth utilization;
- d. User document files, folders, and electronic communications;
- e. E-mail;
- f. Internet access; and
- g. Any and all information transmitted or received in connection with network, computer and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State and Federal Government.

4. Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly.

D. Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures in addition to the Piedmont Public School Electronic Responsible Use agreement. Violation of any of the conditions of use explained in the district's user agreement and Responsible Use Policy or in these procedures would be cause for disciplinary action in accordance to disciplinary policy and/or revocation of network and computer access privileges and/or legal actions.

THIS POLICY REQUIRED BY LAW.

WEB SITE GUIDELINES

All web pages must follow district guidelines and be approved by the building principal and/or [webmaster] prior to publication.

Content

All web pages must:

1. Contain current and accurate information;
2. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;
3. Include a copyright statement, if appropriate;
4. Identify district affiliation and contain a link to return to the district's home page.

Links to other than district sites are subject to approval by the [webmaster]. All links should be checked regularly and revised as necessary.

Use of web pages for financial gain is prohibited.

Standards

Web page authors shall:

1. Comply with board policies, administrative regulations, these guidelines, and copyright laws;
2. Respect the rights of others;
3. Maintain the privacy of others;
4. Use web sites for academic, educational, and research purposes only;
5. Use conventions of standard English or other languages.

Web page authors shall not:

1. Display abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material;
2. Use web site for commercial, purchasing, or illegal purposes.

Disclaimer

The following disclaimer will be published on all web pages:

The district has made every reasonable attempt to ensure that the district's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the district's electronic communications policy.

WEB SITE GUIDELINES (Cont.)Student Safeguards

1. Web page documents may include only the first name and the initial of the student's last name.
2. Documents may not include a student's phone number, address, names of other family members or names of friends.
3. Published e-mail addresses are restricted to staff members or to a general group e-mail address where mail is forwarded to a staff member.
4. Decisions on publishing student pictures will be made by the principal to determine if the student's parents have objected to such publication.

Maintenance

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages not up to date may be removed by the [webmaster].

The district reserves the right to remove web pages and, if necessary, access to user accounts, without prior notice, if the content is unacceptable.

Privacy

There shall be no expectation of privacy for information stored on or transmitted with district equipment. The district [webmaster] may review web pages to maintain system integrity and to monitor appropriate use of district equipment. Illegal activities will be reported to the appropriate authorities.

WEB PAGES

The Piedmont school district encourages the publication of web pages to foster creativity and communication and to provide students a place to demonstrate what they have learned. All web pages must comply with district web page guidelines.

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

District Web Site

The district's web site provides a resource for obtaining information about the district and for informing patrons about classroom activities and board policies. Information concerning the time, date, place, and agenda for the district's board meetings will also be posted on the district's web site. Requests for publication of information on the district web site should be directed to the district. District administrators may publish web pages as part of the district's web site. Personal information, not related to education, will not be permitted.

Staff Web Pages

Staff may create web pages to use in class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district.

Staff members linking outside sites to the district server are responsible for checking all material and links prior to submission.

Clubs and Organizations

With approval from the school district, web pages can be published by clubs and organizations that may provide information about extracurricular and other school-authorized activities, as well as general information relating to the district.

**REFERENCE: Family Educational Rights and Privacy Act, Sec. 438, 20 U.S. Sec. 1232g (1988)
Copyrights, Title 17, as amended, United States Code**

USING COPYRIGHTED MATERIAL

It is the intent of the Piedmont Public Schools to adhere to the provisions of the copyright law (Title 17 of the U.S. Code) as they affect the district and its employees. While the law identifies some "fair use" provisions, it also defines specific restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of Piedmont Public Schools that copyrighted materials, whether they are print or nonprint, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted materials may not be made or used on district equipment.

Congress has identified four criteria to be balanced in considering questions of "fair use:"

1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon potential market for or value of the copyrighted work.

In an effort to discourage violation of the copyright law and to prevent such illegal activities:

1. All employees will be advised of this policy; and
2. Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will not be extended to anyone who violates the fair use standards of this policy.

ARTIFICIAL INTELLIGENCE AND EMERGING TECHNOLOGIES

Purpose

The Board of Education recognizes that Artificial Intelligence (AI) and emerging technologies may provide educational benefits when used responsibly and in accordance with applicable law. The district shall implement appropriate safeguards to ensure such technologies are used in a manner that protects student privacy, supports instruction, and preserves human decision-making.

Definitions

For purposes of this policy, "Artificial Intelligence" means technology that performs tasks normally requiring human intelligence, including but not limited to generating text, images, audio, video, data analysis, recommendations, or automated responses.

General Principles

1. AI technologies shall be used to support and enhance instruction and operations and shall not replace the professional judgment of educators and administrators.
2. The use of AI within the district shall comply with all applicable federal and state laws, including FERPA, COPPA, CIPA, the Oklahoma Student Data Accessibility, Transparency and Accountability Act, and the Oklahoma Responsible Technology in Schools Act.

Human Oversight

1. All instructional uses of AI shall occur under the direction and supervision of a district employee.
2. District personnel shall review AI-generated content prior to its use in instruction, assessment, feedback, communication, or decision-making.
3. AI systems shall not serve as the primary basis for decisions involving:
 - Student grading;
 - Discipline;
 - Placement;
 - Promotion;
 - Retention;
 - Eligibility determinations; or
 - Any other high-stakes educational decision.

Student Use

1. Student-facing AI tools shall:
 - Be age and developmentally appropriate;
 - Serve a clearly defined educational purpose; and
 - Be approved by the district prior to use.
2. Teachers may establish reasonable classroom expectations regarding appropriate student use of AI technologies.
3. Students shall remain responsible for the originality and accuracy of work submitted for academic credit.

Data Privacy and Security

1. The district shall take reasonable steps to minimize student data shared with AI tools.
2. Prior to implementation, AI tools shall be reviewed for:
 - Data privacy protections;
 - Security standards;
 - Vendor contractual protections;
 - Compliance with applicable law.
3. District personnel shall not input confidential student information into non-approved AI systems.

Transparency

The district shall provide information to students and families regarding the instructional use of AI technologies and their educational purpose.

At least annually, the district shall provide notice identifying:

- AI tools used by the district;
- Vendors providing such tools;
- Categories of student information collected;
- The extent of data sharing;
- The educational purpose of each tool.

Parent Opt-Out

Parents or legal guardians may submit written notice requesting that their student not participate in student-facing AI tools.

Students who opt out shall not be academically penalized or denied access to core instructional content.

Administrative Regulations

The Superintendent or designee shall develop administrative regulations necessary to implement this policy, including:

- Approval procedures for AI tools;
- Staff training requirements;
- Student and parent communications;
- Data governance procedures;
- Acceptable use expectations;
- Annual review procedures.

Policy Review

This policy shall be reviewed periodically and updated as necessary to address changes in technology, law, and educational practices.

CURRICULUM AND INSTRUCTION

Basic Instructional Program

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of all kindergarten - twelfth grade students and provide opportunities for individual students to develop specific talents and interests (From our policy EHA).

Development and Revision of Curriculum

The Administration shall review, monitor, and develop effective, appropriate curriculum according to any applicable Administrative Regulations. The Six-Year Curriculum Renewal Cycle provides the means for systematic evaluation and modification of the curriculum. The Superintendent shall recommend changes to the curriculum to the Board for Board approval. (Borrowed from *Deer Creek, Putnam City, and Yukon*)

Curriculum Committees: Curriculum committees may be formed in all grades, K-12, and, if formed, shall be composed of teachers, parents or guardians, and administrators. Curriculum committee reports shall reflect current research, best instructional practices, and state-mandated objectives. The Board must approve any changes in curriculum prior to implementing any changes in curriculum as a result of the report of a curriculum committee (Borrowed from: *Putnam City*).

Textbooks and Instructional Materials

The Superintendent shall appoint a textbook committee which shall be organized in accordance with applicable law. Other instructional materials and library materials shall be selected according to Administrative Regulation. (Borrowed from: *Putnam City*)

Course Catalogs

The Administration shall be responsible for preparing a course catalog which sets forth those courses which are to be offered during a particular school year (Borrowed from: *Putnam City*).

Additions or changes in the curriculum will be considered by the board after being recommended through established administrative channels. In all instances, the curriculum will meet the educational requirements established by state law (From our policy EHA).

**REFERENCE: 70 O.S. §5-131
70 O.S. §11-106**

PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION

SBOE Emergency Rule: OKLA. ADMIN. CODE § 210: 10-1-23

The Board has approved this policy to address the requirements of HB 1775 (codified as OKLA. Stat. tit. 70, § 24-157) and the State Board of Education's Emergency Rule: (codified as OKLA. ADMIN. CODE § 210:10-1-23), issued pursuant to legislative direction. Because this policy is based on a combination of a new law effective July 1, 2021 and the State Board's Emergency Rule that is, at the time of the Board's consideration and approval of this policy, temporary and unsigned by the governor, it is possible that changes will occur in the policy and its application. Accordingly, the Board authorizes the Superintendent and the Superintendent's designees to take those actions, pending further action of the district's Board, that are necessary to interpret and apply legal requirements to best meet the intent of the law to support and affirm Oklahoma Academic Standards while prohibiting race and sex discrimination.

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course¹ that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51, §§ 24A.1-24A.32).

¹ For the purposes of this policy, "course" means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- (1) be submitted in writing;
- (2) be dated;
- (3) contain the handwritten or electronic signature of the complainant;
- (4) identify the date(s) the alleged discriminatory act occurred; and
- (5) explain the alleged violation(s) / discriminatory conduct and how Section 24- 157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s) / discriminatory conduct so that such witness(es) can be interviewed by the district.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct (referred to as the Section 24-157 Coordinator”):

Patricia Balenseifen
Chief Human Resource Officer
Piedmont Public Schools
615 Edmond Road NW Piedmont, OK
73078
405-373-2311
Patricia.Balenseifen@piedmontschools.org

The Section 24-157 Lead or Deputy Coordinator shall, within 10 days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated.

Investigation and Determination of Complaint

Within ninety (90) days of receipt of a Complaint accepted for investigation, the Section 24-157 Lead or Deputy Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district’s determination of the Complaint, as well as the district’s findings of whether a violation occurred.

Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint

or has evidence that the district has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Lead or Deputy Coordinator is required to report each Complaint to the State Department of Education within thirty (30) days of resolution of the Complaint.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education.

Whistleblower Protection

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6- 101.6b.

False Reporting

Any teacher who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or the State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race or sex- based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157 (effective July 1, 2021) OKLA.
ADMIN. CODE § 210: 10-1-23 (emergency rule) OKLA. STAT. tit.
70, § 24A.16(A).

VIRTUAL, BLENDED, AND DISTANCE LEARNING

When the District engages in virtual, blended, or distance learning, instruction can be delivered via a number of District-Approved Means and Mediums, but in all cases, instructional delivery methods will comply with requirements and guidance from the Oklahoma State Department of Education (OSDE). These methods can include, but are not limited to, means and mediums already implemented or may be implemented in the future by District administration which may or may not include use of technology. Although the child may not be on school grounds, "school" will continue, and the District shall continue to engage students with instruction and experiences that provide opportunities for continuous learning while allowing them to stay connected with their instructors and classmates.

Whether provided through virtual, blended, or distance instruction, the District shall, to the greatest extent practicable, provide its students with quality educational opportunities and continuity of instruction that is consistent with the District's vision and mission. When making decisions regarding the means and mediums utilized for virtual and distance learning, the District shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access virtual instruction. The District shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

DEFINITIONS

- **Virtual Learning:** Instruction provided via electronic means, utilizing the internet and computers as the primary tools for delivery of instruction, evaluation, and interaction. Instructional delivery may include video or audio means, online instructor interaction using District-Approved Means and Mediums (platforms, software, and resources, along with District social media, instructional television, video telecourses, or other District-approved means that require the internet and computer technology). Virtual learning is 100% on-line instruction. Secondary students involved with activities regulated by the Oklahoma Secondary School Activities Association (for example sports, band), may participate/attend those activities during that hour of their schedule. Virtual students cannot stay on campus during the school day without permission from an administrator.
- **Blended Learning:** Instruction provided through a combination of traditional, in-person coursework and student-selected virtual coursework. Blended learning provides students access to virtual classes 24 hours a day/7 days a week. For HS students, there are (2) blended options: AM: 1st-4th hour, or PM: 4th - 7th hour. If a HS student that does not drive, and chooses a blended option, parents/guardians are responsible for mid-day transportation. Students cannot stay on campus during their virtual class periods, unless given permission by an administrator.
- **Distance Learning:** Instruction provided via the online learning management platform, utilizing the internet, computers, and/or material, augmented by virtual contact/instruction with students via District-Approved

Means and Mediums (e.g., video-conferencing) or school providing appropriate learning material and assignments consistent with this and all District policies.

- **District-Approved Means and Mediums:** Equipment and electronic programs and platforms that have been pre-approved by the board of education for instructional delivery and communication/interaction with students and their legal guardian(s) appropriate to the grade level and subject matter concerned.

IMPACT ON EXISTING POLICIES, RULES, AND SERVICES

Virtual, blended, or distance learning, is a continuation of the District's instructional program. Therefore, the rules and responsibilities of students, their legal guardian(s), and District personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy, existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, and privacy policies shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments).

Attendance

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. To the extent appropriate under the circumstances, District attendance policies shall remain in effect, and student attendance and participation shall be monitored and recorded as closely as possible to existing District policies. Attendance and participation shall be measured by means appropriate in a virtual, blended, ~~hybrid~~, or distance learning environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums.

Teachers shall make contact with each of their students, as determined by District administration, and count these contacts as full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual learning platforms, submissions or posts to approved message boards, instructor confirmation with a student's legal guardian(s) that the student did participate, and physical or electronic submission of assignments.

Grading, Class Rank, Promotion and Retention

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, and grade assignment shall remain in effect as if virtual, blended, hybrid and/or distance learning had not replaced in-person instruction. Traditional letter grades shall continue to be issued in conformance with the District's grading scale.

Special Education

Students IEP case manager and/or instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure District-Approved Means and Mediums that are appropriate under the circumstances.

English Learners (EL)

In conformance to guidance from the OSDE, the District shall be intentional in ensuring instructors are providing appropriate plans, modifications and accommodations for EL students. Nothing in this policy shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher(s) regarding their educational progress.

INSTRUCTION GENERALLY**Method and Means of Instructional Delivery**

Depending on whether virtual, blended, ~~hybrid~~, and/or distance learning is employed by the District, the superintendent or designee is directed to evaluate and select the means and mediums which shall be authorized for instructional delivery and communication with students and their legal guardian(s): the "District-Approved Means and Mediums." These shall be submitted to the board of education for approval prior to their implementation.

Availability Hours

Every virtual instructor and building administrator will be available during regular working hours to support instruction and student needs. District and building administrators shall develop and distribute a schedule for virtual instructors to

hold "availability hours." During availability hours, each instructor is required to be available to provide instruction or feedback to students and their legal guardian(s) via District Approved Means and Mediums. A portion of these hours may be utilized to conduct interactive virtual learning lessons with students.

Communication with Students and Parents

Virtual Instructors are expected to communicate with students and their legal guardian(s) regularly. Electronic or telephonic messages left for instructors must be returned in a timely manner via District-Approved Means and Media.

District personnel who communicate with students shall do so in conformance with this and all other District policies and may do so only via District-Approved Means and Mediums. Such communications shall be limited to discussions regarding classroom, school, and school-related activities only. At all times, District personnel shall exercise their best professional judgment and act with integrity and concern for their students' well-being.

Communication with students for the purpose of fraternization is strictly prohibited. Contact or communications between District personnel and students via personal phone numbers, personal emails, personal social media accounts, and group messaging apps (that are not District-approved) is expressly prohibited except when using in an official capacity. **Students, legal guardians, and District personnel shall have no expectation of privacy when communicating via District- Approved Means and Mediums.**

Intellectual Property

At no time shall either District personnel or students use, upload, post, mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. District personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. Instructors shall use public domain resources when permission to use protected material cannot be obtained.

Privacy Laws and FERPA

In all cases of virtual, blended, or distance learning, but especially in an online learning environment, District personnel shall conform with FERPA requirements and other applicable privacy laws and District policies. **THE RECORDING OF CLASSROOMS (VIRTUAL OR OTHERWISE) AND/OR STUDENTS BY DISTRICT PERSONNEL, STUDENTS, OR THEIR LEGAL GUARDIAN(S) IS STRICTLY PROHIBITED.**

VIRTUAL LEARNING INSTRUCTION

All virtual learning instruction shall be delivered only via District-Approved Means and Mediums.

SUPPORT SERVICES

Whether virtual, blended, or distance learning is utilized by the District, appropriate support services will continue to be available to District personnel, students, and their legal guardian(s) including:

- **Technical Support-** The District shall provide basic technical support for instructors, students and their legal guardian(s) in accessing and using District-Approved Means and Mediums of communication and virtual and distance learning instruction.
- **Instructional Support-** Instructors should contact their immediate supervisor with any questions regarding virtual, blended, or distance learning instruction.
- **Social-Emotional Wellbeing Support-** To the extent practicable and appropriate under the circumstances, the District shall provide information and resources to assist stakeholders in coping with the circumstances necessitating effectuation of this policy.
- **Special Education Resources and Support -** The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate virtual, blended, hybrid, and distance learning instruction and compliance issues.

REFERENCE: 20 U.S.C. § 1232g, 34 CFR Part 99

PHYSICAL EDUCATIONHealth and Fitness Curriculum

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies and will be in place by the end of the _____ school year.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness, and wellness activities through age-appropriate activities. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours

Cardiopulmonary Resuscitation Courses

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

REFERENCE: 70 O.S. §1-107
70 O.S. §11-103, §11-103.9
70 O.S. §1210.199
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

***THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204.***

Rain's Law

District will annually provide research-based instruction related to fentanyl abuse prevention and drug poisoning awareness to students in grades six (6) through twelve (12). The instruction will include: suicide prevention, prevention of abuse of and addiction to fentanyl, awareness of local resources and how to access those resources, and health education including information about youth and adult substance use and abuse of fentanyl.

GIFTED CHILD EDUCATIONAL PROGRAM

The Piedmont Board of Education recognizes that educational programs are necessary for gifted children as defined in Oklahoma Statutes Section 1210.307 of Title 70.

Therefore, it is the policy of the board of education to cooperate fully with the State Department of Education in identifying gifted and talented children and in developing appropriate educational programs.

Children in this district will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendations of teachers and parents.

Children identified as gifted and talented will be offered gifted and talented educational programs directly through the facilities of this district.

Student participation in extracurricular activities shall be dependent upon the maintenance of minimum academic standards established by the board, the student's individual ability in the extracurricular activity, and such other factors as may be determined by the administration

The superintendent is directed to develop and implement regulations that support this policy.

REFERENCE: 70 O.S. §1210.307, et seq.
70 O.S. §5-135

SPECIAL EDUCATION COMPLAINT PROCEDURES

Should a parent or eligible student wish to make a complaint regarding IDEA Part B violations, Piedmont Public Schools provide for the filing and resolution of complaints in the following manner:

The complainant should follow the respective sources by first directing the complaint to:

1. The individual involved
2. The individual's immediate supervisor
3. Additional supervisor/administrative personnel in the chain of responsibility
4. The superintendent of schools
5. The board of education

No appeal will be heard by the board unless the accusations are in writing, signed by the party making the complaint, and presented to the board through the superintendent.

If the issue is still not resolved, the district will provide for filing the resolution of complaints by including the following procedure:

1. An independent onsite investigation if the SDE determines an investigation is necessary.
2. An opportunity for the complainant to submit additional information in writing.
3. A review of all relevant information and an independent determination as to whether the district has violated a requirement of IDEA, Part B.
4. Issue a written decision containing findings of fact and conclusions.
5. Reasons for the SDE's final decision.
6. Procedures for effective implementation of the SDE's final decision.
7. The right of the complainant or the LEA to request the Secretary of the U.S. Department of Education to review the SDE's final decision.
8. Comply with a time limit of 60 calendar days after a complaint is filed with the LEA.

EXTENDED SCHOOL YEAR SERVICES

In recognition that some children need educational services in excess of the 180 days provided during the traditional school year, the Piedmont Public Schools has developed an extended school year program in order to provide students with a free, appropriate, public education. Whether a student is entitled to extended year services will be determined on a case-by-case basis. Once a student is deemed to require additional educational services, the student's IEP team will determine what areas of the curriculum will be included in each individual student's extended school year program. This program and its attendant procedures do not supersede or preempt the prerogative of the individualized education planning team. The intent is to assure thorough review and careful consideration of the individual needs of our student population who will benefit from extended school year services.

REFERENCE: 70 O.S. §13-101
300.320 IDEA Regulations

SPECIAL EDUCATION

It is the policy of this school district to provide special education to all exceptional children who reside in the school district. This duty will be satisfied by:

1. The district directly providing special education for such children.
2. The district joining in a cooperative program with a private or public institution within such district to provide special education for children who are deaf or hard-of-hearing, or for children who are blind or partially blind.

Prior to July 1, 1990, exceptional children shall mean educable mentally handicapped children, trainable mentally retarded children, speech-defective children, emotionally disturbed or perceptually handicapped children, children with special health problems, children requiring the services of a visiting counselor, children with special learning disabilities as a result of neurological impairment, multiple-handicapped children, and other handicapped children of four years of age as of the first day of September of the school year, and on and after July 1, 1990 of three years of age; provided up to July 1, 1991, that there shall be no set minimum age for blind children, partially blind children, deaf and hard-of-hearing children, and low incidence severely multiple-handicapped children, i.e., deaf-blind, retarded-cerebral palsied, autistic, and other children failing to thrive.

Provided, on and after July 1, 1991, children from age birth through two years (0-24 months) of age who meet the eligibility criteria specified in Section 3 of the Oklahoma Early Intervention Act, shall be served pursuant to the provisions of the Oklahoma Early Intervention Act; further provided that any children served shall be bona fide residents of this state, whose conditions are such that it is impractical or impossible for them to benefit from or participate in the regular classroom program of the public schools in the district in which they reside and whose education requires a modification of the classroom program. Provided, that the attendance of said children in special education classes shall be included in the average daily attendance computations for State Aid purposes.

REFERENCE: 70 O.S. §1-107**70 O.S. §13-101 through §13-113****70 O.S. §18-109.5****Individuals With Disabilities Education Act, 20 USC §1400, et seq.**

College Prep & Core Curriculum

Students entering the 9th grade are automatically enrolled in the College Preparatory/Work Ready Curriculum. In order to participate in the Core Curriculum, the parent or legal guardian must complete an opt-out form provided by the school. The IEP must indicate the curriculum option and it must match the student's educational records in their cumulative folder.

CPR/AED & Naturalization Test *same as Yukon Public Schools

- Naturalization Policy: Beginning with ninth graders in the 2021-2022 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).
- CPR Policy: Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

For your consideration and to write in the future:

+Add Subject Area Reimbursement Policy = Project 616

+Add Procedures & requirements for outside providers, counselors, or other support personnel not employed by PPS to come in and provide services.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
 - a. the right to opt out of a sex education curriculum if one is provided by the school district.
 - b. open enrollment rights.
 - c. the right to opt out of assignments.
 - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,

PARENT PARTICIPATION (Cont.)

- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106
 70 O.S. § 11-103.3
 70 O.S. § 11-103.6
 70 O.S. § 11-105.1
 70 O.S. § 11-106
 70 O.S. § 1210.192
 70 O.S. § 1210.301 through § 1210.308
 70 O.S. § 1210.508E

TITLE I PARENT INVOLVEMENT

Schools receiving federal ESEA funds are required to have a parent involvement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal legislation. This policy cannot be the district's policy without some parental involvement in its development at the local level.

The Piedmont Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

TITLE I PARENT INVOLVEMENT (Cont.)

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

REFERENCE: P. L. 103-382, Improving America's Schools Act
P. L. 107-110, No Child Left Behind Act of 2001
20 U.S.C. § 6318

NOTE: Districts with more than one school participating in a title I program may wish to consider the establishment of a district-wide parent advisory council.

***THIS POLICY REQUIRED BY THE
EVERY STUDENT SUCCEEDS ACT OF 2016.***

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Piedmont Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant;

or
2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency;

or
3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant;

and
4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Supplemental Programs

Students who qualify to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered additional help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

No Child Left Behind Act of 2001

Piedmont Public School receives federal funding for Limited English Proficient (LEP) Programs, and therefore provide the following (Borrowed from: Yukon):

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.

LIMITED ENGLISH PROFICIENCY INSTRUCTION (Cont.)

2. Students will participate in regular assessments in a manner that will yield an accurate assessment.
3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives subgrants).
4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:
 - A. Their child's level of English proficiency and how such a level was assessed.
 - B. The status of their child's academic achievement.
 - C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.
 - D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.
 - E. Exit requirements for the program.
 - F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

REFERENCE: ESSA Sections 3111-3116

THIS POLICY REQUIRED BY ESSA.

DYSLEXIA/DYSGRAPHIA AWARENESS PROGRAM

The district recognizes that many students suffer from dyslexia and dysgraphia, and may require further assistance in the classroom. Accordingly, starting with the 2020-2021 school year, the district will offer an annual dyslexia awareness program to provide teachers with training and resources on dyslexia and to foster a better learning environment for affected students. Starting with the 2023-2024 school year, the annual program shall include information and training regarding dysgraphia.

Beginning with the 2020-2021 school year, the annual dyslexia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia; and
3. Available dyslexia resources for teachers, students and parents.

Beginning with the 2023-2024 school year, the annual dyslexia and dysgraphia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia and dysgraphia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia and dysgraphia; and
3. Available dyslexia and dysgraphia resources for teachers, students and parents.

Reference: OKLA. STAT. tit. 70, § 6-194(F)

ALTERNATIVE EDUCATION

This school district shall provide an alternative education program that conforms to the requirements of state law and rules applicable to alternative education. The alternative education program shall conform to federal law requirements if federal funding is utilized to provide services to meet the educational needs of neglected, delinquent, and at-risk children and youth. The program shall:

1. Allow class sizes and student/teacher ratios conducive to effective learning for at-risk students;
2. Incorporate appropriate structure, curriculum, and interaction and reinforcement strategies designed to provide effective instruction;
3. Include an intake and screening process to determine eligibility of students;
4. Demonstrate that teaching faculty are appropriately licensed or certified teachers;
5. Demonstrate that teaching faculty have been selected on the basis of a record of successful work with at-risk students or personal and educational factors that qualify them for work with at-risk students;
6. Reflect appropriate collaborative efforts with state agencies and local agencies serving youth;
7. Provide courses that meet the academic curricula standards adopted by the State Board of Education and additional remedial courses;
8. Offer individualized instruction;
9. State clear and measurable program goals and objectives;
10. Include counseling and social services components with the provision that providers of services are not required to be certified as school counselors;
11. Require a plan leading to graduation be developed for each student in the program that will allow the student to participate in graduation exercises for the school district after meeting all of the graduation requirements of the school district.
12. Offer life skills instruction;
13. Provide opportunity for arts education to students, including Artists in Residence programs coordinated with the Oklahoma Arts Council;
14. Provide a proposed annual budget;
15. Include an evaluation component including an annual written self-evaluation;
16. Be appropriately designed to serve middle school, junior high school, and secondary school students in grades six through twelve who are most at risk of not completing a high school education for a reason other than as identified in 70 O.S. §13-10, and;

ALTERNATIVE EDUCATION (Cont.)

17. Allow all students in the alternative education program, who otherwise meet all of the participation requirements, to participate in vocational programs and extracurricular activities, including but not limited to athletics, band, and clubs.

The alternative education program shall be operational and serving students by September 15, of each school year.

Any equipment or material purchased by the school district with revenue received for students participating in an alternative education program shall be used only in or directly for the alternative education program offered by the district during the hours the alternative education program is in operation. The equipment or materials may be used for other purposes during hours when the alternative education program is not in operation.

If a program will serve fewer than ten (10) students, the alternative education program shall be offered by the district through an interlocal cooperative in which the district participates, unless the program has been granted a waiver from this requirement by the State Department of Education.

REFERENCE: 70 O.S. §1210.568
70 O.S. §1210.569
20 U.S.C. § 6434

NOTE: Referenced statute 70 O.S. §1210.568 requires the program be provided by all school districts beginning with the first semester of the 2000-2001 school year.

CONCURRENT ENROLLMENT STUDENT (REGULATION)

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her senior year.

In order to enroll concurrently in college coursework, students must meet the following requirements:

1. Be a senior enrolled in sufficient credits to complete graduation requirements by the end of the school year;
2. Be enrolled less than full-time. (Fewer than six credit courses).
3. May not exceed full-time college workload of 19 semester credit hours. (One-half high school unit shall equal three semester credit hours.)
4. Must be enrolled in a full daily schedule of at least four units (hours).
5. Must have the written permission of a parent or legal guardian.
6. Achieve a composite American College Test (ACT) or Scholastic Aptitude Test (SAT) score using Oklahoma norms as follows:
 - A. Comprehensive universities: ACT/SAT 75th percentile
 - B. Regional universities: ACT/SAT 62nd percentile
 - C. Two-year colleges: ACT/SAT 46th percentile

Eleventh grade students must meet the following requirements:

1. Be enrolled in sufficient credits to be eligible to satisfy graduation requirements no later than the spring of the senior year, as attested by the high school principal.
2. Achieve a composite score at or above the 90th percentile on the ACT using Oklahoma norms, or a combined verbal and mathematical score on the SAT at or above the 90th percentile using national norms. If a student's ACT or SAT composite score is not at the 90th percentile, but a subscore is at the 90th percentile, the student may enroll in coursework in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

Other students not qualified by grade level might be considered for full enrollment or concurrent enrollment under the Opportunity Admission Category.

Students wishing to exceed the workload limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester credit-hours 50 percent greater than the number of

CONCURRENT ENROLLMENT, STUDENT, REGULATION (Cont.)

weeks in the applicable semester/term. The collegiate portion of the student's workload must be taken from regular faculty

members of the institution and may be provided off campus if approved by the State Regents, and may use alternative delivery systems if approved by the State Regents. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment. High school students enrolling concurrently in off-campus classes may enroll in only liberal arts and science courses.

A student who is otherwise eligible under these regulations may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during the summer term. Students wishing to exceed this limit may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term.

The completion of the high school curricular requirements shall not be required of concurrently enrolled high school students for purposes of admission. (Students may enroll only in curricular areas where the student has met the curricular requirements for college admission.) Concurrently admitted high school students will not be allowed to enroll in any zero-level courses offered by colleges and universities designed to remove high school deficiencies.

Following high school graduation, a student may continue enrollment at the institution to which the student has been admitted or may transfer to another institution in the state system, provided that during the provisional enrollment period the student has achieved a college grade point average of 2.0 or above on a 4.0 scale and meets the entrance requirements of the receiving institution, including the high school curricular requirements.

When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as "elective credit" unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

CONCURRENT ENROLLMENT STUDENT

The Piedmont Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

The superintendent or designee will designate a staff member who will make personal contact with every junior and their parents or guardians, individually or in groups, during the fall semester to present materials and to explain the concurrent enrollment program.

The superintendent or designee will post notices in at least two places conspicuous to students calling attention to the concurrent enrollment program and naming the contact person.

The superintendent is directed to prepare a regulation implementing this policy.

REFERENCE: 70 O.S. §628.13

Department of Education, Administrator's Handbook

**PROFICIENCY BASED PROMOTION
TESTING PROCEDURES**

The tests adopted by the Board of Education are the Oklahoma Proficiency Test by Riverside Publishing Company through the Oklahoma Test Proficiency Coop, the Iowa assessments by Houghton Mifflin Harcourt, or the district benchmarks.

The following are the steps to be taken when a proficiency assessment is requested:

1. Proficiency based testing will be administered at two different times during the months of June or July. Testing will take place at the Piedmont Administration Building.
2. Parents will be asked to complete a form. This form is available on the Piedmont Public Schools website or can be sent by email upon request.
3. The site team (classroom teacher, counselor and principal) will consult and recommend or not recommend the student for proficiency based testing.
4. Elementary students will be tested over core subjects. Secondary students will be tested in single subject areas. Results will be shared with the parent or guardian as they become available and results will be placed in the student's cumulative file.
5. If the score is 90% or better, the appropriate grade will be assigned credit given towards graduation. The student will be allowed to enroll in the next higher level in that particular subject area. A qualifying score will be transcribed as an unweighted "A" (grade point equivalent of 4). The unit shall count toward meeting the graduation requirements for a high school diploma.

PROMOTION AND RETENTION

The Piedmont Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

With the exception of retention decisions at the end of third grade, which are prescribed by state law, students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in grades kindergarten thru eight will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and grades achieved. Standardized test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances (per SB362).

The teacher or placement committee has the authority to promote or retain a student by state law. Whenever a teacher or a placement committee recommends that a student be promoted to the next grade level or retained at the present grade level; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardians desire, when it becomes apparent that a child may need to remain at a grade level.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Oklahoma Academic Standards for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 90% level may be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §11-103.6

**STUDENT PROMOTION/RETENTION
(REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades kindergarten through eight who have demonstrated unsatisfactory achievement in light of the student's potential shall be carefully considered before being moved to the next grade level of instruction. With the exception of retention decisions at the end of third grade, which are prescribed by state law, the student's maturity (emotional, social, mental and physical), chronological age, school attendance, effort, and grades achieved. Standardized test results can be used as one means of the judging progress. Students at the third grade level will be promoted or retained pursuant to 70 O.S. § 1210.508C (Reading Sufficiency Act).

Reading Sufficiency Act Third Grade Promotion/Retention:

Pathway 1: Any third-grade student who meets RSA criteria on the Oklahoma State Testing Program (OSTP) by demonstrating proficiency in reading for questions aligned to Standard 2: Reading Foundations/Processes and Standard 4: Vocabulary are eligible for promotion.

Pathway 2: If a third-grade student meets the end-of-year grade-level target for third grade on one of the state-approved screening assessments at any point in first, second, or third grade is eligible for promotion.

Pathway 3: If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade he/she may be eligible for promotion based on one of the following seven state-approved exemptions:

- o Exemption 1 English Language Learners who have had less than two years of instruction in English and are identified as LEP/ELL on the screening tool approved by the Oklahoma State Department of Education.
- o Exemption 2 Students with an Individualized Education Plan and are assessed with the OAAP.
- o Exemption 3 Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the State Board of Education.
- o Exemption 4 Students who demonstrate through a teacher-developed portfolio that they can read on grade level. Portfolio shall include evidence of the student's mastery of state standards in reading equal to grade-level performance on the OSTP.
- o Exemption 5 Students with disabilities who take the OSTP and have an IEP that states they have received intensive remediation in reading and have made adequate progress toward their IEP goals.

- o Exemption 6 Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who already have been retained in pre-kindergarten, kindergarten, first grade, second grade, or third grade. Retention in transitional grades does not count.
- o Exemption 7 Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests must have been approved by the Office of Accountability and Assessment at the OSDE.

Pathway 4: A third grade student not eligible for promotion under Pathways 1, 2, or 3, as outlined above, may be evaluated for "probationary promotion" by the Student Reading Proficiency Team.

The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. a certified reading specialist, if one is available,
5. an administrator.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent or designee. The superintendent or designee must approve the recommendation that promotion is the best option for the student. The team shall develop an Individual Plan of Reading Instruction and continue to monitor the reading performance of the student through the student's completion of fifth grade.

RETENTION

Students who score "Does Not Meet RSA Criteria" on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in this regulation, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided individualized instructional services and supports in reading outside of the 90 minute Tier 1 reading block. 70 O.S. § 1210.508C

6. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

PROMOTION/RETENTION

In the elementary, intermediate and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be promoted to the next grade level or retained in the current grade. The committee shall consider the student's maturity(emotional, social, mental and physical), chronological age,

school attendance, effort, and grades achieved. Standardized test results can be used as one means of the judging progress.

Whenever a placement committee recommends that a student be promoted to the next grade level or retained at the present grade level, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the site principal within five business days of the last day of classes for the current academic year, by complying with the district's appeal process which will be provided, in writing, to them at the time of the decision. If a timely request for an appeal is not received, the teacher's decision shall be final.

A written statement requesting an appeal is to be submitted to the site principal within five business days of the last day of classes for the current academic year. The site placement appeal committee which is comprised of an administrator and two certified staff members who were not involved in the recommendation regarding the promotion/retention decision. The appeal to the site committee shall consist of a review of any written statements on behalf of the placement committee recommending the promotion/retention, as well as a statement or letter by the parent/guardian of the student. After reviewing all information provided, the committee shall render a decision to uphold or overturn the promotion or retention. The parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the superintendent or designee.

A written statement requesting an appeal is to be submitted to the superintendent or designee within five days of the site placement committee's decision being rendered. The hearing of the District Placement Appeal Committee shall be scheduled, and the student and/or the student's parent or guardian shall be notified of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the Chairperson of the Placement Appeal Committee in writing, at least 2 (two) days in advance of the hearing if the student is going to be represented by legal counsel. The District may elect to have legal representation at the hearing.

The Placement Appeal Committee shall conduct an informal hearing in which the administrator recommending the promotion or retention shall present a statement and any evidence to support the recommendation and the student and his/her parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the promotion or retention. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student's parent/guardian and provided to the administrator.

If the student's parent/guardian is dissatisfied with the decision of the Placement Appeal Committee, the parent/guardian may appeal the Committee's decision to the Board of Education ("Board") by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.

A hearing on the promotion/retention shall be scheduled and the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student's parent/guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student's parent/guardian shall also notify the Superintendent at least 3 (three) days prior to the hearing if the student is to be represented by legal counsel.

At the hearing, the administration will present its statement and any evidence to support the recommendation. The parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. The Board may also ask questions of the administration, student and student's parent/guardian. Both parties may make closing statements. The Board may then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold or revoke the placement decision. The decision of the Board shall be final.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §1210.508C

**STUDENT PROMOTION/RETENTION
(REGULATION)**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades kindergarten through eight who have demonstrated unsatisfactory achievement in light of the student's potential shall be carefully considered before being moved to the next grade level of instruction. With the exception of retention decisions at the end of third grade, which are prescribed by state law, the student's maturity (emotional, social, mental and physical), chronological age, school attendance, effort, and grades achieved. Standardized test results can be used as one means of the judging progress. Students at the third grade level will be promoted or retained pursuant to 70 O.S. § 1210.508C (Reading Sufficiency Act).

Reading Sufficiency Act Third Grade Promotion/Retention:

Pathway 1: Any third-grade student who meets RSA criteria on the Oklahoma State Testing Program (OSTP) by demonstrating proficiency in reading for questions aligned to Standard 2: Reading Foundations/Processes and Standard 4: Vocabulary are eligible for promotion.

Pathway 2: If a third-grade student meets the end-of-year grade-level target for third grade on one of the state-approved screening assessments at any point in first, second, or third grade is eligible for promotion.

Pathway 3: If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade he/she may be eligible for promotion based on one of the following seven state-approved exemptions:

- o Exemption 1 English Language Learners who have had less than two years of instruction in English and are identified as LEP/ELL on the screening tool approved by the Oklahoma State Department of Education.
- o Exemption 2 Students with an Individualized Education Plan and are assessed with the OAAP.
- o Exemption 3 Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the State Board of Education.
- o Exemption 4 Students who demonstrate through a teacher-developed portfolio that they can read on grade level. Portfolio shall include evidence of the student's mastery of state standards in reading equal to grade-level performance on the OSTP.
- o Exemption 5 Students with disabilities who take the OSTP and have an IEP that states they have received intensive remediation in reading and have made adequate progress toward their IEP goals.

- o Exemption 6 Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who already have been retained in pre-kindergarten, kindergarten, first grade, second grade, or third grade. Retention in transitional grades does not count.
- o Exemption 7 Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests must have been approved by the Office of Accountability and Assessment at the OSDE.

Pathway 4: A third grade student not eligible for promotion under Pathways 1, 2, or 3, as outlined above, may be evaluated for "probationary promotion" by the Student Reading Proficiency Team.

The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. a certified reading specialist, if one is available,
5. an administrator.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent or designee. The superintendent or designee must approve the recommendation that promotion is the best option for the student. The team shall develop an Individual Plan of Reading Instruction and continue to monitor the reading performance of the student through the student's completion of fifth grade.

RETENTION

Students who score "Does Not Meet RSA Criteria" on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in this regulation, and who do not qualify for promotion or "probationary promotion" shall be retained in the third grade and provided individualized instructional services and supports in reading outside of the 90 minute Tier 1 reading block. 70 O.S. § 1210.508C

6. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.

PROMOTION/RETENTION

In the elementary, intermediate and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be promoted to the next grade level or retained in the current grade. The committee shall consider the student's maturity(emotional, social, mental and physical), chronological age,

school attendance, effort, and grades achieved. Standardized test results can be used as one means of the judging progress.

Whenever a placement committee recommends that a student be promoted to the next grade level or retained at the present grade level, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the site principal within five business days of the last day of classes for the current academic year, by complying with the district's appeal process which will be provided, in writing, to them at the time of the decision. If a timely request for an appeal is not received, the teacher's decision shall be final.

A written statement requesting an appeal is to be submitted to the site principal within five business days of the last day of classes for the current academic year. The site placement appeal committee which is comprised of an administrator and two certified staff members who were not involved in the recommendation regarding the promotion/retention decision. The appeal to the site committee shall consist of a review of any written statements on behalf of the placement committee recommending the promotion/retention, as well as a statement or letter by the parent/guardian of the student. After reviewing all information provided, the committee shall render a decision to uphold or overturn the promotion or retention. The parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision to the superintendent or designee.

A written statement requesting an appeal is to be submitted to the superintendent or designee within five days of the site placement committee's decision being rendered. The hearing of the District Placement Appeal Committee shall be scheduled, and the student and/or the student's parent or guardian shall be notified of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the Chairperson of the Placement Appeal Committee in writing, at least 2 (two) days in advance of the hearing if the student is going to be represented by legal counsel. The District may elect to have legal representation at the hearing.

The Placement Appeal Committee shall conduct an informal hearing in which the administrator recommending the promotion or retention shall present a statement and any evidence to support the recommendation and the student and his/her parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. At the conclusion of the hearing, the Committee shall deliberate outside the hearing of the administrator and the student and shall render a written decision as to the promotion or retention. The chairperson of the Committee shall insure that a copy of the written decision is mailed to the student's parent/guardian and provided to the administrator.

If the student's parent/guardian is dissatisfied with the decision of the Placement Appeal Committee, the parent/guardian may appeal the Committee's decision to the Board of Education ("Board") by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.

A hearing on the promotion/retention shall be scheduled and the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student's parent/guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student's parent/guardian shall also notify the Superintendent at least 3 (three) days prior to the hearing if the student is to be represented by legal counsel.

At the hearing, the administration will present its statement and any evidence to support the recommendation. The parent/guardian shall have the opportunity to present a statement and any evidence to support his/her position. The Board may also ask questions of the administration, student and student's parent/guardian. Both parties may make closing statements. The Board may then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold or revoke the placement decision. The decision of the Board shall be final.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §1210.508C

VALEDICTORIAN SELECTION (REGULATION)

The honor of high school valedictorian will be based upon the following criteria, beginning with the graduating class of 2024:

- A. Student(s) must have attended Piedmont High School for their entire senior year.
- B. Grading scale based on 4.0 for high school classes and 5.0 for Advanced Placement (AP), concurrent classes, and advanced placement classes from career tech, as listed on item E.
- C. Only GPA for core classes (math, science, English language arts, and social studies) will be factored into the decision.
- D. Complete all non-AP/concurrent course work earning no grade less than an “A” each semester.
- E. Complete a minimum of eight (8) of the following classes, earning a grade of no less than a “B” each semester:
 1. Advanced Placement (AP) classes;
 2. Concurrent classes;
 3. Pre-Engineering STEM Academy (Canadian Valley Technology): Accelerated Chemistry, Accelerated
 4. Physics, AP Calculus BC, AP Physics C - Mechanics, and AP Physics C - Electricity and Magnetism;
 5. Biomedical Courses (Canadian Valley Technology): Accelerated Chemistry, AP Chemistry, Anatomy
 6. and Physiology, AP Statistics, and AP Biology.

The honor of Valedictorian of Distinction will be given to the Valedictorian with the highest GPA. The Valedictorian of Distinction will speak at the graduation ceremony. In the event of a tie, the students will be recognized as Valedictorians of Distinction and both will speak at the graduation ceremony.

All other valedictorians will be recognized in the graduation program and will wear district-approved valedictorian regalia at the graduation ceremony.

There will be no salutatorian(s).

Beginning with the Graduating Class of 2028, the following courses will be weighted as follows:

- 4.0 - Traditional High School courses
- 4.5 - Accelerated, Concurrent, and Dual Credit (for high school and college credit) courses
- 5.0 - Advanced Placement courses, and classes from career tech, as listed on item E

Implementation of these weights will begin in the Class of 2028 freshman year.

EARLY GRADUATION

Students shall be considered for early graduation only if they meet the following criteria:

1. A student intending to graduate early must satisfy the existing graduation requirements of the Piedmont Public Schools and the Oklahoma State Department of Education.
2. The student must submit a letter of intent to graduate early to the high school principal at least one semester prior to the semester requested for graduation. The student and parent will then sign an agreement which specifies the requirements set forth in this policy.
3. An eleventh-grade student who receives permission to graduate a year early will not be considered for all senior awards and accolades, including Valedictorian and Salutatorian.
4. Unforeseen circumstances, such as a family death, the need for extended medical care for an immediate family member, or other circumstances that create the necessity for early graduation will be considered on an individual basis.

Students who graduate early are not eligible to participate in any high school activities after their last scheduled attendance date, with the exception of commencement exercises.

Students who graduate early will be included in the next graduating class.

GRADUATION OF FOREIGN EXCHANGE STUDENTS

It is the policy of the Piedmont Board of Education that the district will no longer issue high school diplomas to foreign exchange students who enroll in the twelfth grade. Instead, these high school students will receive certificates of attendance. Foreign exchange representatives will be given this information upon enrolling foreign exchange students in the system.

GRADUATION - TRIBAL REGALIA

Graduation Attire: Students who can verify their enrollment in a federally recognized Indian tribe or tribe of another country will be allowed to wear tribal regalia during the District's official graduation ceremonies.

No alterations may be made to the graduation robe and any beading shall be attached to the mortar board and shall not exceed the edge of the mortar board such that it impedes an individual's ability to see or be seen.

No discriminatory, intimidating or harassing items of any kind, profanity, anything relating to drug paraphernalia or the like, or any other obscenities of any kind may be incorporated with the regalia.

Prior to the beginning of the graduation ceremony, each student celebrating their tribal heritage through expression on their regalia must check in with District personnel for approval of the items. For purposes of this policy, students are considered students of District until graduation ceremonies have been completed and are required to abide by District's policies and procedures.

Failure to follow the aforementioned guidelines may result in disciplinary action and/or prohibition from participation in graduation exercises.

"Tribal Regalia" is defined as traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole, or similar objects of cultural and religious significance. Tribal regalia shall not include a firearm or any other weapon. Tribal regalia also does not include any object otherwise prohibited by federal law unless it is in compliance with a properly obtained federal permit.

GRADUATION REQUIREMENTS

The Piedmont Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation.

Standard Diploma
<i>*College Preparatory Curriculum</i>
4 units English
3 units Social Studies
3 units Mathematics
3 units Science
2 units Technology OR 2 units Foreign Language
9 units Electives
<i>*Fine Arts embedded in English</i>
24 units Total

Alternate Diploma

Students with disabilities may earn an alternate diploma based on Alternate Academic Achievement Standards; the student's IEP team makes graduation substitutions with an Essential Elements course or another LEA approved course; and the student meets all graduation requirements prior to exiting school at or before age 22. An alternate diploma issued by the LEA may not indicate that the recipient is a student with a disability.

There are two graduation options for students with disabilities in Oklahoma:

1) Graduate with a regular high school diploma, 2) Graduate with an alternative diploma

Earning the alternative diploma, a certificate of completion, or a GED does not end Piedmont Public's School's responsibility of FAPE; therefore, a student may continue to receive special education and related services until age 22.

STATUTES: §300.102 Limitation - exception to FAPE for certain ages

All ninth grade students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. Beginning 2015-2016, incoming ninth grade students, will select a diploma pathway and be allowed to enroll in the appropriate coursework to meet pathway requirements with parent or legal guardian approval. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" to earn the Diploma of Distinction will include the following:

GRADUATION REQUIREMENTS, CONT.

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

3 units of history and citizenship skills, including one unit of American History, one half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

For those graduating prior to July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements. For those graduating after July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and

1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum, college preparatory units at the secondary level:

Language Arts

4 units or sets of competencies

1 unit of Grammar and Composition **and**

3 units which may include: American Literature,
English Literature,
World Literature,
Advanced English Courses,
Other English courses with content and/or rigor equal to or above
grammar and composition

GRADUATION REQUIREMENTS, CONT.**Mathematics**

3 units or sets of competencies

1 unit of Algebra I **and**

2 units which may include: Algebra II
Geometry I
Trigonometry
Math Analysis or Precalculus
Statistics and/or Probability
Calculus
Computer Science I and II
Intermediate Algebra
Mathematics of Finance

Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education.

Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education.

Other mathematics courses with content and/or rigor equal to or above Algebra I
A science, technology, engineering and math (STEM) block course.

Social Studies

3 units or sets of competencies

1 unit of United States History

$\frac{1}{2}$ to 1 unit of United States Government

$\frac{1}{2}$ unit of Oklahoma History

$\frac{1}{2}$ unit to 1 unit which may include: World History

Geography

Economics

Anthropology

Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

Science

For those graduating prior to July 1, 2018, 3 units or sets of competencies required as follows:

1 unit of Biology I **and**

2 units which may include the following courses, one of which must be a physical science:

Chemistry I

Physics

Biology II

Chemistry II

GRADUATION REQUIREMENTS, CONT.

Ecology
 Environmental Science
 Physical Science
 Earth Science
 Botany
 Zoology
 Physiology
 Astronomy
 Applied Biology/Chemistry
 Applied Physics
 Principles of Technology
 STEM (Science, Technology, Engineering, and Mathematics)
 Qualified agricultural education courses
 Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
 Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
 Other science courses with content and/or rigor equal to or above Biology I

For those graduating after July 1, 2018, 3 units or sets of competencies of laboratory science approved for college admission requirements:

1 unit or set of competencies of life science, meeting the standards for Biology I:
 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; **and**
 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

The Arts and Computer Education

For those graduating prior to July 1, 2018, 2 units or sets of competencies
 For those graduating after July 1, 2018, 1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

GRADUATION REQUIREMENTS, CONT.**Electives**

8 units or sets of competencies

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the courses are available at the middle school level, if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Courses taken at the middle school level for high school credit will be transcribed on the student's record as Pass/Fail, and they shall not count toward the student's high school grade point average.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the required state standards, the relevant national standards, or any other frameworks that the state and district use to designate the curriculum may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, ~~all~~ students in grades nine and ten are required to enroll in full-time (seven hours) coursework or the equivalent, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes. Students in grades eleven and twelve, having having completed a graduation pathway unit check, may transition to a six-hour full-time enrollment. Enrollment in career-technology programs are equivalent to 4 (four) hours. Enrollment in concurrent courses are equivalent to 2 (two) hours per concurrent course.

When a student completes a Pre-Advanced Placement course or Advanced Placement course without completing the AP Assessment, the grade will be recorded on the student's transcript and will be factored into the calculation of the student's grade point average on a 4.5 (four and one-half) point scale.

When a student completes an Advanced Placement course and the AP Assessment, the grade will be recorded on the student's transcript and will be factored into the calculation of the student's grade point average on a 5 (five) point scale.

When a student earns college credit through concurrent enrollment, the grade will be recorded on the student's transcript and will be factored into the calculation of the student's grade point average on a 5 (five) point scale. Students will receive high school credit for these courses. Academic credit will be awarded for courses that are correlated with courses offered by the district's high school. Elective credit will be awarded for courses that are not correlated.

GRADUATION REQUIREMENTS, CONT.

The Board of Education may establish requirements that exceed state graduation requirements.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

Students shall fulfill the requirements for a Personal Financial Literacy Passport in order to graduate from a public high school accredited by the State Board of Education with a standard diploma. The requirements for a Personal

Financial Literacy Passport shall be the satisfactory completion and demonstration of satisfactory knowledge in all 14 areas of instruction during grades seven through twelve. The fourteen (14) areas of instruction are:

1. understanding interest, credit card debt, and online commerce;
2. rights and responsibilities of renting or buying a home;
3. savings and investing;
4. planning for retirement;
5. bankruptcy;
6. banking and financial services;
7. balancing a checkbook;
8. understanding loans and borrowing money, including predatory lending and payday loans;
9. understanding insurance;
10. identity fraud and theft;
11. charitable giving;
12. understanding the financial impact and consequences of gambling;
13. earning an income; and
14. understanding state and federal taxes.

Instruction will be provided in the 14 areas through integration in one or more courses in grades 7-12.

Effective school year 2015-2016 the “Dustin Rhodes and Lindsey Steed CPR Training Act” requires:

- That all students in public schools, between ninth grade and graduation, shall receive instruction in cardiopulmonary resuscitation (CPR).
- That all students in public schools, between ninth grade and graduation, in the state shall receive instructional awareness of the purpose of automated external defibrillator.

GRADUATION REQUIREMENTS, CONT.

- That instruction in CPR shall be based upon an instructional program, which is nationally recognized and evidence-based. (See a list of programs that meet these requirements below.)
- A school district may use emergency medical technicians, paramedics, police officers, firefighters, teachers, other school employees or other similarly qualified organizations to provide the instruction.
- That instruction in CPR shall incorporate psychomotor skills training (the use of hands-on practice to support cognitive learning)
- The instruction may be provided as part of any course.
- A school administrator may waive the curriculum requirement for a student who has a disability.
- A parent can request in writing that their student not be included in the instruction.
- The State Board of Education shall establish a protocol for monitoring the requirements set forth by HB 1378
- Two or more school districts may enter into an interlocal or multi-district cooperative agreement to fulfill the requirements of the law.

In order to graduate with a standard diploma, students who entered ninth grade prior to, or during, the 2016-2017 school year are required to complete a previously or currently mandated Oklahoma School Testing Program assessment or alternate assessment approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

REFERENCE: 70 O.S. § 11-103.2c
70 O.S. § 11-103.6
70 O.S. § 1210.508
70 O.S. § 1210.523

**STUDENT CLASSIFICATION
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern student grade classification.

Sophomores	6 units or more
Juniors	12 units or more
Seniors	19 units or more
Graduation	24 units or more

All students must have 24 units to graduate (Includes units earned in the 9th grade.)

All students must be enrolled in 7 hours a day except seniors attending college classes or enrolled in a work-study program. Any student receiving an "I" in a semester will have one semester to make up the incomplete before it is changed to an "F."

Each quarter's grades on the report card will denote the level at which the student is working. The semester grade is the only grade recorded on the student's transcript.

STUDENT CLASSIFICATION

It is the policy of the Piedmont Board of Education that students shall be classified as sophomores, juniors, or seniors according to the number of units completed. The superintendent is directed to prepare a regulation supporting this policy.

SCHOOL COUNSELOR

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers.

TESTING PROGRAM STUDENT SURVEYS (REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as those of lawyers, physicians or ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to “opt the student out of participation,” in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - A. College or other postsecondary education recruitment, or military recruitment;
 - B. Book clubs, magazines, and programs providing access to low-cost literary products;
 - C. Curriculum and instructional materials used in schools;
 - D. Tests and assessments;
 - E. Student recognition programs; and
 - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term “survey” includes an evaluation.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

The term “personal information” means individually identifiable information, includes a student’s or parent’s name, address, telephone number, or social security number.

The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520.

*THIS POLICY REQUIRED BY THE
Every Child Succeeds Act of 2016.*

TESTING PROGRAM

It is the policy of the Piedmont Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student. The board recognizes that information relative to the personality, environment, home life, parental or family relationships, economic status, religious beliefs, patriotism, sexual behavior or attitudes, or sociological problems of a student is privileged and confidential. Such information shall not be tested for and if revealed shall be discarded.

The following guidelines exist for the participation of children with disabilities in district-wide assessments: Each student's IEP shall address guidelines for participation in district assessments, with appropriate modifications and accommodations. The IEP team may determine that the student is unable to participate in standard district assessments. Such a determination will be noted in the child's IEP.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. Additionally, each school site within this district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

The superintendent is directed to establish a regulation governing the use of testing programs. Such regulation, when approved by the board, shall be incorporated into this policy and shall be made a part thereof.

REFERENCE: 20 U.S.C. §1232h(a)
70 O.S. §11-107
70 O.S. §1210.507

USAGE OF SERVICE ANIMALS

Definition: A “service animal” is defined as any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

1. Under the Americans with Disabilities Act (ADA), the service animal must be a dog. Other species of animals, whether wild or domestic, trained or untrained, do not qualify as service animals for the purposes of this definition¹.
2. The work or tasks of the animal must directly relate to the handler’s disability. This includes, but is not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.
3. An “emotional support animal” is a pet and does not qualify as a “service animal”.

Guidelines for Usage: If it reasonably appears to the District that a dog meets the definition of a “service animal” as outlined above, the District shall permit use of the service animal subject to the following policies and procedures:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent or designee. Such request must identify the need for the service animal as it relates to the staff member or student’s disability and the work or task the service animal has been trained to perform.
2. The individual making the request shall also provide evidence that the animal’s immunizations are current as well as contact information for the animal’s veterinarian. Such individual shall be responsible for providing the District with annual proof of all standard vaccinations including, but not limited to, Distemper, Hepatitis, Leptospirosis, Paroinfluenza, Parvovirus, Coronavirus, Bordetella, and Rabies. All service animals must be treated for and kept free of fleas, ticks, mange, and ringworm. All service animals must also be groomed and kept clean. Documentation may be requested or required regarding certification, training, or licensing as a service animal.
3. Where possible, requests for use of service animals on District property must be made no less than three (3) weeks prior to the proposed commencement of service animal usage.

¹In certain cases, people with disabilities are entitled to reasonable accommodations regarding specially trained miniature horses. The type, size and weight of the animal must be assessed as well as the feasibility of the facility to accommodate those features. Standard service animal requirements do apply.

4. Under the Individuals with Disabilities in Education Act (IDEA), the District is required to provide students with a free appropriate public education (FAPE). If the parent/guardian of a student with disabilities believes that a service animal is required for the student to receive FAPE, the student's Individualized Education Program (IEP) team should consider the request and make a determination on a case-by-case basis. If the service animal is necessary for that child to receive FAPE, the accommodation should be made. The District will take into consideration the health, safety, and disabilities of other students when making its determination. However, service animals will not be excluded on grounds of health or safety as a blanket policy.

5. Use of a service animal on District property may be subject to a plan to introduce the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed reasonable and necessary by the District.

6. Service animals should wear proper identification and must have a harness, leash, or other form of restraint mechanism, unless either the handler is unable because of a disability to use a restraint mechanism or use of a restraint mechanism would interfere with the service animal's safe, effective performance of work or tasks. In this case, the service animal must otherwise be under the handler's control. In the case that the handler will not be with the service animal at school, identified staff must be trained at the expense of the disabled staff member or student to give commands to the service animal.

7. The District is not responsible for the care or supervision of the service animal. The District is not responsible for providing a staff member to walk the service animal or to take the service animal outside to eliminate. All owners/handlers are responsible for taking the service animal outside for elimination and for cleaning up after the service animal, including proper disposal of the animal's waste while it is on District property.

Revocation of Service Animal: The District's approval of the use of the service animal on District property is subject to periodic review, revision, or revocation by the District. A school administrator may ask an individual with a disability or his parents/guardians to remove a service animal from District property under the following circumstances:

1. The service animal is out of control and/or aggressive and the animal's handler does not take effective action to control it;
2. The service animal is not housebroken;
3. The service animal's presence is fundamentally altering the nature of the service, program, or activity; or
4. The service animal poses a direct threat to the health and safety of others that cannot be eliminated through reasonable accommodation.

If a service animal is excluded, the District must give the individual with the disability the opportunity to participate in the service, program, or activity without the service animal.

Liability: The staff member or parent/guardian of the student who uses the service animal is liable for any harm or injury caused by the service animal to other students, staff, visitors and/or property. Any costs incurred due to damage caused by the service animal will be the responsibility of the staff member or the parent/guardian of the student who uses the service animal on District property and/or at District functions.

Student Transportation Services: Service animals for students are permitted in District transportation vehicles as long as it has been determined through the student's IEP that a service animal is a part of a transportation accommodation, the inclusion of a service animal is documented on the special transportation form, the parents/guardians of each student riding in the District transportation vehicle have been notified in writing of the inclusion of the service animal, and the service animal is under the control of the handler at all times, as discussed above.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Piedmont Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

SEXUAL HARASSMENT OF STUDENTS (Cont.)**3. Report, Investigation, and Sanctions**

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.

STUDENT RESIDENCY DISPUTE PROCEDURES

The superintendent or designee shall serve as the district residency officer. The residency officer may be contacted by:

Phone	405-373-2311
Mail/In Person	Piedmont Public Schools 615 Piedmont Rd. NW Piedmont, OK, 73078
E-Mail	enrollment@piedmontschools.org

If a dispute arises regarding a student's residency, or residency status as "homeless" under the McKinney-Vento Homeless Assurance Act, the parent or guardian may request a review of the ruling by the superintendent. Any question or dispute as to the residence of a student shall be determined by the superintendent pursuant to the following procedures:

1. If the school district initially denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student shall be informed that a request may be made for a review of the decision of the local residency officer.
2. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue attending Piedmont schools until these dispute procedures have been exhausted.
3. The parent of the student may request a review by notifying the residency officer in writing within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. The information must be submitted with the request for review.
4. Within three (3) school days of the receipt of the request for review, the residency officer must render a decision and notify the parent, in writing, of the decision and the reasoning.
5. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) school days of receipt of the residency officer's decision. The residency officer will submit to the board of education his or her findings and all documents reviewed. The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be the final administrative decision.
6. In an effort to place students in school as quickly as possible, timelines shall be followed unless, due to emergency circumstances, both parties agree to an extension of timelines.

Any question as to the place of residence of any child for school purposes shall be decided pursuant to procedures utilized by the State Department of Education.

Legal Reference: 42 U.S.C. 11432

Reference: Policy FD

EDUCATION OF MIGRATORY CHILDREN

The school district shall provide migratory students with appropriate educational services that address their unique needs in a coordinated and efficient manner. "Migratory child" shall mean a child who is, or whose parents or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding thirty-six (36) months, in order to obtain, or accompany such parent or spouse, in order to obtain temporary or seasonal employment in agricultural or fishing work has moved from one school district to another.

Priority for services shall be provided to those migratory children who:

1. Are failing or are at risk of failing to meet the Oklahoma Academic Standards; and
2. Whose education has been interrupted during the regular school year.

Continuation of services shall be provided by the school district to:

1. A child who ceases to be a migratory child during a school term for the remainder of the school year.
2. A child who is no longer a migratory child may continue to receive services for one (1) additional school year if comparable service are not available through other programs; and
3. Secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

The school district shall comply with all state and federal requirements in the implementation and expenditure of federal funds designated for the education of migratory children. Migratory children who qualify for special education services shall be provided a free, appropriate education in accordance with federal law.

Legal Reference: ESSA, Sections 1301-1309.

ATTENDANCE POLICY (REGULATION)

According to the Oklahoma State Department of Education, a student is considered chronically absent after missing 10 percent or more of school days. This includes both excused and unexcused absences.

The Piedmont board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

Students are subject to compulsory school attendance laws, as required by Oklahoma State statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five and under the age of eighteen, who has not finished four years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. 70 O.S. §10-105. Truancy officers will conduct an investigation when a student has excessive tardies and/or absences.

The superintendent is directed to develop, for board approval, regulations that support this policy.

ABSENCES

In accordance with the policy of the board of education, each student in grades 9-12 (See FDC-R2 for PK-4) is required to attend each class a minimum of 90 % of the time in order to receive credit for that class. A student who is more than ten minutes late is counted as absent for that period. A maximum of eight days a semester may be missed for excused absences or unexcused absences in any one class. After the eighth absence in a class, students may receive No Credit for the class.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, e-mail or letter. Additional notification will be made any time a student is to receive No Credit due to attendance. No Credit notices may be appealed in writing, within five days, to the Building Principal.

Each student in grades 5-8 (See FDC-R2 for PK-4) is required to attend each class a minimum of 90 % of the time. A student who is more than ten minutes late is counted as absent for that period. A maximum of eight days a semester may be missed for excused absences or unexcused absences in any one class. After the eighth absence in a class, a meeting will be scheduled with the parent/guardian to develop a plan. In the event of excessive absences, grade retention will be considered.

The school will provide notification to the parent/guardian on the third and sixth excused or unexcused absence via phone call, e-mail or letter. Additional notification will be made regarding the Attendance Review Committee meeting and final committee decision. Retention notices may be appealed in writing, within five

ATTENDANCE POLICY (REGULATION), CONT.

days, to the Executive Director of Administrative Services.

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent. The school will contact, via automated call, those students' parents who do not call. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Appointments
3. Legal matters
4. Death in the family
5. Attending a funeral
6. Observance of holidays required by a student's religious affiliation
7. Absence by parental arrangement

Unexcused Absences shall include, but not be limited to:

1. Truancy
2. Leaving school without proper clearance from the office
3. Personal Business
4. Work
5. Missed bus—car trouble
6. Shopping
7. Beauty/Barber Shop
8. Oversleeping
9. Private Lessons

Documented Absences are included in days counted for Chronic Absenteeism from the Oklahoma State Department of Education (a minimum of 90% attendance rate). It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent for a Documented Absence reason. Official documentation (ex doctor's release) must be submitted to the school within three days of the absence. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Although Documented Absences fall within the guidelines of Chronic Absenteeism from the Oklahoma State Department of Education, this type of documentation can be used to assist in evaluating Credit/No Credit for courses at the high school level. Documented Absence shall include, but not be limited to:

1. Medical illness/appointment, with documentation, including date by health care provider.
2. Dental/orthodontia appointment with documentation, including date by dental care provider.

ATTENDANCE POLICY (REGULATION), CONT.

3. Mental health appointment with documentation including date by mental health provider.
4. Other health related appointments with documentation, including date by provider (i.e. physical therapy, occupational therapy).

School Activity Absence -- A maximum of ten days a semester may be missed for school activities.

1. The student will be allowed to be absent from the classroom for a maximum of ten days per year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.
3. A maximum of five additional School Activity Absences may be granted by a principal review committee. The committee shall consist of the high school principal, and four other certified staff members.

*** REFERENCE: 38 O.S. §37**

ATTENDANCE REGULATION (PRE-KINDERGARTEN THROUGH FOURTH GRADE)

The Piedmont board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

Students are subject to compulsory school attendance laws, as required by Oklahoma State statutes and the regulations of the State Board of Education. It shall be unlawful for a parent/guardian having custody of a child who is over the age of five and under the age of eighteen, who has not finished four years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive and education by other means for the full term the schools of the district are in session. 70 O.S. §10-105. Truancy officers will conduct an investigation when a student has excessive tardies and/or absences.

The superintendent is directed to develop, for board approval, regulations that support this policy.

In accordance with the policy of the board of education, this regulation shall govern attendance and absenteeism in grades pre-kindergarten through four.

Each student in grades pre-kindergarten through four (See FDC-R1 for 5-12) is required to attend school 90% of the time. A student who is more than sixty minutes late is counted as absent for ½ day. A maximum of nine full days a semester may be missed for excused absences or unexcused absences. After the ninth absence, the parent/guardian and student will be required to meet with the site Attendance Review Committee. Retention will be considered by the committee. Pre-kindergarten students may be removed from the pre-kindergarten program.

The school will provide notification to the parent/guardian on the fourth and seventh excused or unexcused absence via phone call, e-mail or letter. Additional notification will be made regarding the Attendance Review Committee meeting and final committee decision. Retention notices may be appealed in writing, within five days, to the Executive Director of Administrative Services.

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent. The school will contact, via automated call, those students' parents who do not call. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Appointments
3. Legal matters
4. Death in the family
5. Attending a funeral
6. Observance of holidays required by a student's religious affiliation
7. Absence by parental arrangement

ATTENDANCE POLICY (REGULATION) CONT.

Unexcused Absences shall include, but not be limited to:

1. Truancy
2. Leaving school without proper clearance from the office
3. Personal Business
4. Work
5. Missed bus—car trouble
6. Shopping
7. Beauty/Barber Shop
8. Oversleeping
9. Private Lessons

It is the responsibility of the parent to notify the school by 9:00 AM if a child is to be absent for a Documented Absence reason. Official documentation (ex doctor's release) must be submitted to the school within three days of the absence. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Documented Absence shall include, but not be limited to:

1. Medical illness/appointment, with documentation, including date by health care provider
2. Dental/orthodontia appointment with documentation, including date by dental care provider
3. Mental health appointment with documentation including date by mental health provider
4. Other health related appointments with documentation, including date by provider (i.e. physical therapy, occupational therapy)

STUDENT RESIDENCY

It is the policy of the Piedmont Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)
7. Residential building contract with listed completion date within current school year.

The superintendent is directed to establish procedures, subject to board approval, which support this policy. Such procedures shall include provisions for appeal of residency decisions to the superintendent and/ or the board of education.

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

STUDENT RESIDENCY (Cont.)

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
5. A migratory child who is staying in accommodations not fit for habitation.
6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
7. A child who is placed in a state institution because s/he has no other place to live.
8. A child who has been abandoned by his/her family and who is staying in a hospital.
9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.
2. Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.

STUDENT RESIDENCY (Cont.)

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by homeless youth shall be waived.
7. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information under state or federal law.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs (within enrollment limits);
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The Superintendent or designee will serve as residency officer. The residency officer may be contacted by:

Phone	405-373-2311
Mail/In Person	713 Piedmont Rd. N Piedmont, OK. 73078
E-Mail	enrollment@piedmontschools.org

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

STUDENT RESIDENCY (Cont.)**DEFINITIONS**

“Foster Care” means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

“School of origin” means the school in which a child is enrolled at the time of placement in foster care.

“Best Interest” means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child’s present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child’s performance, continuity of education and engagement in the school the child presently attends;
6. Child’s special education programming if the child is classified;
7. Point of time in the school year;
8. Child’s permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child’s parent(s) or education decision maker(s)
12. The child’s attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child’s sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child’s educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child’s developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

**REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111
42 U.S.C. § 11432**

THIS POLICY REQUIRED BY LAW.

**OPEN TRANSFER POLICY
OUT OF DISTRICT TEACHER/STUDENT TRANSFER
PROCEDURES**

The Open Transfer Policy for out of district teacher/ student transfers will follow the procedural requirements of Oklahoma statutes governing inter-district transfers.

- Inter-district transfers must be requested within a month of a teacher's board approval date. No transfer of this type will be approved after October 1 of any year.
- Each year in the spring, there will be a window of time for teachers to request an inter-district transfer for the following school year.
- A teacher requesting an inter-district transfer must complete a transfer request each and every year.
- OSSAA rules for eligibility will apply to students on inter-district transfers.
- An inter-district transfer is subject to revocation by the superintendent of schools and/ or the principal of the school to which the child has been transferred if the student's grades, attendance (absences and / or tardies), transportation arrangements, misrepresentation of facts, or behavior reach an unacceptable level as determined by the school's administration. These expectations will be noted on the transfer paperwork, which will require a parent signature of understanding and agreement.
- If the teacher leaves the employment of Piedmont Public Schools for any reason, the inter-district transfer will be subject to immediate revocation. This requirement will be noted on the transfer paperwork.

STUDENT TRANSFERS**A.**

A request for a transfer into this district initiated by or on behalf of a nonresident student or within the district by a student attending a different school site within the district will be approved or refused in accordance with this policy.

Transfer Application Requests

1. Applications for transfer shall be completed by the parent of a student on a properly completed application form specified by the State Board of Education. The term “parent” means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). Upon receipt of the application, the District shall stamp the application with the time and date on which it was received to ensure that the District can review applications in the order in which they are received. The application shall also be filed with the superintendent of the District if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.
2. Subject to the special considerations applicable to a student on an Individualized Education Program (“IEP”) pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.) (“IDEA”) as set forth below, a transfer shall be automatically approved if a student’s resident district does not offer the grade level the student is entitled to pursue.
3. A transfer shall be automatically approved if a student’s parent or legal guardian is employed as a teacher in the District as defined by OKLA. STAT. tit. 70, § 1-116. If the child of a district employee resides in the district, but wishes to attend another school site within the district, the intra-district transfer will be granted provided that the student does not meet a basis for denial as provided for by law.
4. A transferring student from another school district that offers the grade the student is entitled to pursue may seek a transfer to the same grade offered by the District. The transferring student will be allowed to attend a District school site that has not exceeded its capacity of the transferring student’s grade level. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

5. A student who changes residence within a district and who wishes to continue to attend the same school site may be granted an intra-district transfer so long as the student does not meet the criteria of a basis for denial provided for by law.
6. Nothing by way of this policy prevents the transfer of a sibling of a transfer student so long as the sibling does not meet the criteria as a basis for denial under state law.
7. A sibling of a transferred student, who is in the custody of the Oklahoma Department of Human Services (DHS) in foster care, may attend the District of the transferred student as long as the District has capacity and the sibling does not meet a basis for denial as set forth in this policy. A child who is in the custody of DHS and living in foster care who resides in the home of another student who transfers intra-district may attend the school site to which the student transferred.

Except for a student in the custody of (DHS) in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside or to other school sites within the school district where the student resides, provided that the student may always reenroll at any time in his or her school district or school site of residence.

8. A student who is deaf or hearing-impaired and who wishes to transfer to a school district with a specialized deaf education program may submit a transfer application at any time and may transfer to the receiving school district at any time during the school year.
9. In the event the District exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer request applications were received by the District in the order in which they were received.

B.**Special Considerations as to Transferring Student on an IEP**

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the District will establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint IEP conference between the district of residence and the receiving district. The purpose of conducting these activities is to determine whether—at the time the transferring student's application is received—the District can provide the transferring student with a free

appropriate public education in the least restrictive environment as required by the IDEA. In the event the District exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the District shall “hold” a place for the transferring student in the order in which the transferring student submitted his or her properly completed application, pending the District’s determination in this section.

If a request to transfer a student with disabilities to a school district other than the district of residence is denied, the parent or legal guardian of the student, or an adult student with disabilities who is eighteen (18) years of age or older, but under the age of twenty-two (22), may appeal the denial within ten (10) days of notification of the denial to the receiving district’s board of education. The receiving district’s board of education shall consider the appeal at its next regularly scheduled board meeting.

If the receiving district’s board of education denies the appeal, the parent or legal guardian of the student with disabilities or an adult student with disabilities who is age eighteen (18) or older, but under the age of twenty-two may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The parent or guardian shall utilize the form prescribed by the State Board of Education and abide by the rules provided for in law and by the State Board of Education.

Each district board of education shall annually report to the State Department of Education the number of transfer requests for students with disabilities approved and denied and whether each denial was based on availability of programs, staff, or services.

C.

**Special Considerations as to Transferring Student who are
Dependent Children of an Active U.S. Military Member**

1. For purposes of this Section (C):
 - a. “Active military duty” means full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and
 - b. “Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

2. Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record, shall be approved for transfer into the District regardless of capacity if:

- a. At least one parent of the student has a Department of Defense-issued identification card;
- b. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with the official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and
- c. The student will be residing with a relative of the student who lives in the District or who will be living in the District within six (6) months of the filing of the application for the transfer.

3. A student is in compliance with the residency provisions of this policy if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within Oklahoma while on active military duty pursuant to an official military order. A parent or legal guardian of such student must provide proof of residency in the District within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian may use the following addresses as proof of residence:

- a. A temporary on-base billeting facility,
- b. A purchased or leased home or apartment, or
- c. Federal government or public-private venture off-base military housing.

D.

Denial of a Transfer Request

1. A transferring student's application will be denied if the transferring student is currently subject to discipline from the transferring student's current school for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E). A

transferring student's application shall be denied for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(F)(1) until such time as the District determines that the transferring student no longer poses a threat to self, other students, or District faculty or employees.

2. A transferring student's application will be denied if the transferring student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).

3. An IDEA-qualified transferring student's application will be denied if—as of the time of the transferring student's application is received—the District determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.

4. A student may be granted a one-year transfer and may continue to attend the District each school year with the approval of the District. At the end of each school year, the District may deny the continued transfer of the student for the reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E), or if the student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).

5. A transferring student's application will not be considered if incomplete and will be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

6. The denial of a transfer request from a student seeking a transfer shall be communicated in writing to the parent, as defined in OKLA. STAT. tit. 70, § 1-113(A)(1). Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.

7. The District shall not accept or deny any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

E.**Determination of Grade Level Capacity**

The superintendent of schools, or his/her designee, shall determine the criteria to be used in determining grade capacity for each school site. The District's capacity determinations are attached hereto as Exhibit A. Each school site's grade level capacity shall be (a) approved by the board of education prior to the first day of January, April, July and October of each school year, and (b) published in a prominent place on the District's website and reported to the State Department of Education.

F.**District Level Appeal of Denial of Transfer**

A parent may appeal the denial of a transfer request to the clerk of the board of education so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the District's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education only upon the written submissions of the District and the parent. Such written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

- a. The date of the parent's transfer request application;
- b. The reasons for the denial by the District of the transfer request;
- c. The factual reason(s) of the District or parent as to why the transfer request was/was not properly denied; and
- d. The criteria set forth in this policy as to propriety of the denial of the transfer request.

If the District denies the parent's appeal, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the superintendent of the District a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the District may address the Board. The State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection.

G.**District Reporting to the Oklahoma State Department of Education**

1. Prior to the first day of January, April, July and October of each school year, the District shall report to the State Department of Education the capacity of the grade level of each District school site.
2. Prior to the first day of January, April, July and October of each school year, the superintendent of schools of the District shall report to the State Department of Education a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and the transfer student's grade level.
3. At the frequency required by the Oklahoma State Department of Education, the District shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in OKLA. STAT. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided for in OKLA. STAT. 70, § 10-105(B).

H.**Athletic and Other Competitions**

A transfer student granted enrollment in a school district in which the student is not a resident shall not be eligible to participate in school-related interscholastic competitions governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one (1) year from the first day of attendance at the District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted a transfer under this policy will be eligible to participate in school-related interscholastic competitions shall be determined by the Association.

Reference: OKLA. STAT. tit. 70, §§ 8-101.1, 8-101.2, 8-103, 8-103.1, 8-103.2
OKLA. STAT. tit. 70, § 8-113
OKLA. STAT. tit. 70, § 13-103(B)

Exhibit A

For **grades 5-12**, capacity is set based on the total number of students who are enrolled for in-person instruction for at least one period a day. To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students is as follows:

- 5th Grade - No more than 402 students per grade level
- 6th Grade - No more than 410 students per grade level
- 7th Grade - No more than 416 students per grade level
- 8th Grade - No more than 344 students per grade level
- 9th Grade - No more than 389 students per grade level
- 10th Grade - No more than 391 students per grade level
- 11th Grade - No more than 396 students per grade level
- 12th Grade - No more than 338 students per grade level

For **PK through grade 4**, student capacity is set at 20 students per classroom. These class size limits are set in accordance with 70 O.S. § 18-113.1. The district will multiply those limits times the number of classroom teachers employed by the school district at each grade level for each school site. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

ECC	Capacity	Enrolled	Openings
PK	260	261	0
K	320	326	0

PIEDMONT BOARD OF EDUCATION**FE-S**

PES	Capacity	Enrolled	Openings
1	80	86	0
2	80	99	0
3	100	112	0
4	100	106	0

Northwood	Capacity	Enrolled	Openings
1	100	101	0
2	140	134	0
3	120	142	0
4	100	103	0

Stone Ridge	Capacity	Enrolled	Openings
1	140	145	0
2	140	151	0
3	160	180	0
4	140	148	0

Intermediate	Capacity	Enrolled	Openings
5	402	424	0
6	410	432	0

MSP	Capacity	Enrolled	Openings
7	416	438	0
8	344	363	0

PHS	Capacity	Enrolled	Openings
9	389	410	0
10	391	412	0
11	396	417	0
12	338	356	0

OPEN TRANSFER POLICY

The Piedmont Board of Education recognizes that its foremost responsibility is to provide quality educational services for students who live within the legal, geographic attendance boundaries of the District.

Piedmont Public Schools faces ongoing challenges in providing teaching, administrative and support staff as well as adequate classroom teaching and co-curricular activity facilities and related equipment. It is, therefore, the policy of the Piedmont Board of Education not to approve out-of-district transfer requests, except as noted below:

Out of District Employee/Student Transfer: Upon approval by the superintendent or designee, and pursuant to regulations, a student whose residence is not within the boundary of Piedmont Schools shall be allowed to transfer into the Piedmont School district if the parent, or legal guardian of the student is employed in a full-time capacity in the district. 70 O.S. §1-116 This transfer need be approved by the receiving district only.
70 O.S. §8-113

The Board reserves the right, under extenuating circumstances, to approve a transfer on an individual basis.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

THIS POLICY REQUIRED BY LAW.

IMMUNIZATIONS STUDENTS

The Piedmont Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

- 5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)
- 4 Poliomyelitis (unless the third dose was received after the fourth birthday)
- 2 Measles, Mumps, and Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chickenpox)
- 1 Tdap in 7th grade

**REFERENCE: 70 O.S. §1210.191, et seq.
Oklahoma State Department of Health Regulations**

**PIEDMONT PUBLIC SCHOOLS
AUTHORIZATION TO ADMINISTER MEDICINE**

Please initial here _____ that you have read our Administration of Medicine Procedures

I am the parent with legal custody, the legal guardian or individual assuming custody of the below child.

Student Name: _____

I hereby give my consent and authorize the school nurse, principal or trained designee to:

- _____ Administer non-prescription medication that I will provide to the school in its original, unopened container. I understand that the school will only administer this medication according to the manufacturer's directions.
- _____ Administer prescription medication that I will bring in its original container with a current label. I will also provide a written statement from prescribing doctor with directions and start and end date. If this is a life-saving medication and needs to be on a student's person, since this medication may need to be given at unpredictable intervals, I will provide a written statement from prescribing doctor that student is capable of administering and must keep on person.

****Please send only 1 month supply at a time.**

I understand that under state law, the Piedmont School District or its designees shall not be liable to the student or the student's guardian for any liability, acts of omissions or injuries to student from the medication I have authorized for self administration. I hereby release Piedmont Schools and its employees from any claims or liabilities connected with its reliance of this permission and agree to hold them harmless from any claim or liability.

It is required that parents bring medication to the office. Medication will not be sent home with any student. Medication must be picked up by parent or designated adult. Any medication left at school after end of school year will be destroyed.

Date: _____

Signature of Parent or Guardian: _____

**PIEDMONT PUBLIC SCHOOLS
AUTHORIZATION TO ADMINISTER MEDICINE (Cont.)**

Administration of Medicine: A school nurse, or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

1. General procedures for the administration of medicine:

- A. Written authorization must be on file in the school clinic or office before the school nurse or designated school employees may administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
- B. Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.
- C. Medicine to be administered shall be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication.
- D. For incidents of major concern, or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian. The nurse's professional discretion will be used to determine if the administration is in keeping with the health and well being of the student and sound medical practice.

2. Specific procedures for the administration of medicine:

- A. It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
- B. No controlled substances (such as hydrocodone, percocet, Tylenol #3) will be given at school without a specific doctor's order stating the medication must be given during school hours.
- C. Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration, and the name and phone number of the pharmacy.
- D. Sample drugs must be accompanied by a physician's written order, specifying the dosage, the frequency and directions for administration.
- E. Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.
- F. A new authorization form must be completed for any change in medication.
- G. All medication to be given at school must be kept in the school clinic or office, regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be

**PIEDMONT PUBLIC SCHOOLS
AUTHORIZATION TO ADMINISTER MEDICINE (Cont.)**

carried by a student **after** the school, receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.

- H. Non-prescription inhalers for asthma will **not** be given at school.
- I. Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
- J. Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will **not** be honored without written confirmation from the physician.
- K. Because of the potential for harm to children or teenagers who are suffering from viral illnesses such as influenza, chicken pox or colds – no aspirin or aspirin-type products will be given at school.*
- L. In the absence of **either**, the written authorization from the parent/guardian **or** medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian.

*As recommended by The National Reyes Syndrome Foundation, the U.S. Surgeon General, the Food and Drug Administration and the centers for Disease Control.

**AUTHORIZATION FOR DESIGNATED EMPLOYEE
TO ADMINISTER MEDICATIONS AT SCHOOL**

Name of Employee: _____

School: _____ School Year: _____

The above named employee is designated by the school principal to administer medications to students at school during the current school year.

Principal's Signature: _____

Medication Administration Training

The above named employee has completed the school Medication Administration Training Program provided by the school nurse.

School Nurse's Signature: _____

Date of Training: _____

Employee Affidavit

I hereby certify that I have attended a Medication Administration Training Program in the Piedmont Public Schools and that I understand and will follow the medication policy and procedures outlined in board policy and the Medication Handbook to the best of my ability. I understand that maximum confidentiality of the medical condition and/or medication information of students must be maintained.

Employee's Signature: _____ Date: _____

*The original will be kept in the principal's office and a copy sent to Health Services.

MEDICATIONS GIVEN AT SCHOOL (REGULATION)

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.
2. The school nurse:
 - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
 - B. Communicates between the physician, parent, student, and school personnel concerning medications;
 - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
 - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
3. Designated school employees:
 - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school;
 - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Piedmont Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a required, nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. current date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
- E. Definitions:
 - 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 - 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
- 3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician. The medication must be brought to the office in an unopened package by a parent.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. Information must be provided in writing. A medical doctor's note is needed to administer other than prescribed or on bottle.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10A OK Stat 1-3-101
59 O.S. §353.1
70 O.S. §1-116, et seq.

DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of _____. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is:_____.

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

Agreed this ____ day of _____, 20____.

Parent or Guardian of Student

Principal (or designee)

School Nurse

Physician of Student

REFERENCE: 70 O.S. §1210.196.1, et seq.

ADMINISTRATION OF EMERGENCY OPIOID ANTAGONISTS

It is the policy of the Piedmont Schools Board of Education, in light of the increased opioid addiction crisis nationwide, to authorize medical personnel at school to administer an opioid antagonist to any student or person they in good-faith suspect is having an opioid related drug overdose.

State law defines "medical personnel at schools" to include a certified school nurse or any other nurse employed by or under contract with a school, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an opioid antagonist in the event of a suspected overdose.

The Board of Education hereby designates any school nurse, public health nurse, licensed practitioner of the healing arts, nurse working under contract with a school district or any person designated by the school administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist when encountering a student or other individual exhibiting signs of an opioid overdose.

The administration of the school district may formally authorize one or more persons employed by the school to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. Persons designated to receive this training may include, but are not limited to, the certified and noncertified staff members required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver in accordance with statute. If in-person training is not readily available in the area, the person or persons designated under this provision may access opioid antagonist training materials available online through the State Department of Health or another entity. Such training shall include information on how to recognize symptoms of an overdose, instruction in basic resuscitation techniques, instruction on the proper administration of an opioid antagonist and the importance of calling 911 for help.

In the absence of the person or persons specifically designated and trained to administer an emergency opioid antagonist under the provisions of this section, the administration of a school may authorize any person to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opioid antagonist to a student or other individual at a school site or school-sponsored event in a manner consistent with addressing opioid overdose shall be covered under the Good Samaritan Act. A school and any of its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist in the event of a suspected overdose.

The person(s) who has been approved by the administration of the school to administer an emergency opioid antagonist to a student suspected to be undergoing an opioid-related drug overdose, may administer the antagonist, and, as soon as practicable, shall notify first responders of the situation.

The emergency opioid antagonist supplied by the school district shall be approved by the United States Food and Drug Administration.

Each school site shall maintain a supply of opioid antagonists in a secure but unlocked and easily accessible location. The antagonists shall be maintained in quantities and types deemed adequate by the administration, in consultation with local first responders.

ADMINISTRATION OF OPIATE ANTAGONISTS (Cont.)

The emergency opioid antagonists shall be accessible in the school during regular school hours and that take place on school grounds. The board of education at its discretion, may make emergency opioid antagonists accessible during school-sponsored functions that take place off school grounds and/or on school transportation.

Each person approved to administer the emergency opioid antagonist shall be required to receive training on proper administration of the antagonist, to be chosen by the administration and paid for by the school district.

REFERENCE: **68 O.S. 1-2506.1**
 70 O.S. 1210.242

MEDICAL MARIJUANA AND RELATED ITEMS**MEDICAL MARIJUANA**

Medical marijuana is not permitted upon school grounds, in school vehicles or buses or at school-related activities except as stated in this policy.

Employees:

During hours of employment, on school grounds, in school vehicles or buses, or at school-related activities, employees are not permitted to be under the influence of marijuana, including medical marijuana.

District will not take adverse action against an employee solely because the employee holds a medical marijuana license. District may take action against an employee who possesses a medical marijuana license if the employee uses or possesses marijuana while at school, while engaged in school-related activities or duties, on school vehicles or buses, or during the hours of employment as per 63 O.S. § 425. An employee who possesses a medical marijuana license is not subject to discipline solely upon the results of a drug test showing positive for marijuana or its components. However, an employee who possesses a commercial driver's license ("CDL") and a medical marijuana license is subject to discipline (as it relates to the duties for which the employee possesses the CDL) upon the results of a drug test showing positive for marijuana or its components.

Students:

Students are not allowed to possess medical marijuana during the school day, on school grounds, in school vehicles or buses, at school-related activities, except as authorized by this policy. Students whose medical condition requires the use of medical marijuana are allowed to access and utilize marijuana in accordance with state law. School personnel are not legally permitted to administer medical marijuana to students. The district will provide a private location for a caregiver to administer medical marijuana to students at school. The parent or legal guardian is responsible for bringing the medical marijuana to the qualifying student and promptly removing the medical marijuana from the premises after consumption or use.

Upon arriving at school, the parent or guardian will follow District protocol with regard to check in and departure.

Students are not allowed to smoke or vaporize medical marijuana or medical marijuana products. Students are permitted to use nebulizers or other aerosolized medical devices. At no time will marijuana be grown or stored on school premises.

School employees will not under any circumstances

- a. Assist students in obtaining or using medical marijuana;
- b. Store medical marijuana for students;
- c. Take and/or use a student's medical marijuana;

d. Serve as a student's designated caregiver, unless the student is the child or in the legal custody of the employee.

The district reserves the right to discipline employees or students who fail to adhere to Oklahoma law and/or the requirements of this policy. Such disciplinary action will be addressed in accordance with the student discipline code and/or the standards of conduct for employees. Employees may be subject to termination or nonreemployment.

If a student has specific procedures regarding medical marijuana that are written into the student's Individualized Education Program (IEP) and such procedures are consistent with state and federal law, those provisions will take precedent over this policy.

Marijuana-related products including cannabidiol (CBD)

For purposes of this policy, the term "marijuana-related product" includes any product or substance referred to in state law, Title 63 O.S. §2-101 (23) (a)-(f)), but excluded from the definition of marijuana in state law. The term "marijuana-related product" includes cannabidiol ("CBD").

Employees:

During hours of employment, or on school grounds, in school vehicles or buses, or at school-related activities, employees are not permitted to be under the influence of any marijuana-related product. Any employee who violates this policy is subject to discipline, including termination or non-renewal, as permitted by state law.

Students:

During the school day, or on school grounds, in school vehicles or buses, or at school-related activities, students may not possess or be under the influence of any marijuana-related product. Any student who violates this policy is subject to discipline as permitted by District policy and regulation.

Students whose medical condition requires the use of marijuana-related product during the school day, are allowed to access and utilize such products in accordance with state law. School personnel are not legally permitted to administer marijuana-related products to students. The district will provide a private location for a parent or legal guardian to administer to students at school. The parent or legal guardian is responsible for bringing the marijuana-related product to the qualifying student and promptly removing the product from the premises after consumption or use.

Upon arriving at school, the parent or guardian will follow District protocol with regard to check in and departure.

If a student on an IEP has specific procedures regarding a marijuana-related product that are written into the IEP and such procedures are consistent with state and federal law, those provisions will take precedent over this policy. Situations involving students on IEPs will be handled on a case-by-case basis, consistent with state and federal law.

**PIEDMONT ATHLETIC DEPARTMENT
CONCUSSION AND HEAD INJURY ACKNOWLEDGEMENT**

The purpose of this acknowledgement form is to confirm that you have read and understand the information provided to you by the Piedmont Athletic Department of Piedmont Public Schools related to potential concussions and head injuries occurring during participation in athletic program.

I, _____ as a student-athlete who participates in Piedmont
(Please Print)

Public School Athletics and I as the parent/legal guardian _____
(Please Print)

of _____ have read the information material provided to us by
(Please Print)

the Athletic Department of Piedmont Public School related to concussions and head injuries occurring during participation in athletic programs and understand its contents and warnings.

Signature of Student-Athlete

Date

Signature of Parent/Legal Guardian

Date

Given a copy of:

Heads Up: Concussions in Youth Sports, A Fact Sheet for Parents and Guardians.

Heads Up: Concussions in Youth Sports, A Fact Sheet for Athletes.

For more information on concussions and traumatic brain injury, visit:

www.cdc.gov/TraumaticBrainInjury/

www.oata.net

Heads Up: Concussions in Youth Sports a Fact Sheet for Athletes**WHAT IS A CONCUSSION?**

- A concussion is a brain injury that:
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you haven't been knocked out
- can be serious even if you've just been "dinged"

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

**IT'S
BETTER
TO MISS
ONE
GAME
THAN
THE
WHOLE
SEASON**

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and parents.** Never ignore a bump or blow to the head even if you feel fine. Also tell your coach if one of your teammates may have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approved from a doctor or health care professional to return to play.

HOW CAN I PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself:

- Follow your coach's rules for safety and the rules of the sport
- Practice good sportsmanship at all times
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards)

In order for equipment to protect you, it must be:

- The right equipment for the game, position or activity
- Worn correctly and fits well
- Used every time you play

Heads Up: Concussions in Youth Sports a Fact Sheet for Parents & Guardians**WHAT IS A CONCUSSION?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding”, “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice the symptoms yourself, seek medical attention right away.

What are the symptoms reported by athletes?

Headache or “pressure” in head
Nausea or vomiting
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy or groggy
Concentration on memory problems
Confusion
Does not “feel right”

What are the signs observed by parent/guardians?

Appears dazed or stunned
Is confused about assignments or position
Forgets an instruction
Is unsure of game, score or opponent
Moves clumsily
Loses consciousness (even briefly)
Shows behavior or personality changes
Can’t recall events prior to hit or fall
Can’t recall events after hit or fall

How can I help my child prevent a concussion?

Ensure they follow their coach’s rules for safety and the rules of the sport. Make sure your child wears the right protective equipment for their activity (such as helmets, padding, shin guards, and eye/mouth guards).

Protective equipment should fit properly, be well maintained, and worn consistently and correctly. Also learn the signs and symptoms of a concussion.

What should you do if you think your child has a concussion?

Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it is OK. Children, who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. Additional concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

IT’S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON

CONCUSSIONS AND HEAD INJURIES POLICY FOR STUDENT ATHLETES

Piedmont Public Schools Board of Education recognizes that concussions and head injuries can result from contact sports and can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, Piedmont Schools will inform and educate student athletes and their parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury through this policy and the associated information sheets and forms.

Specifically, on an annual basis, and prior to a student athlete's participation in any athletic practices or competitions, a concussion and head injury information sheet shall be distributed to the student and his or her parent/guardian. Attached to the information sheet shall be an acknowledgement form which the student and his or her parent/guardian must sign to verify that they have read the information sheets and understand the content and warnings. The completed acknowledgement forms shall be returned to the Athletic Director prior to the student athlete's participation in practice or competition during the school year.

The student-athlete may not practice or compete until the form has been received.

If Piedmont Public School's coaching personnel suspect that a student athlete has sustained a concussion or head injury during a practice or game, the coach shall immediately remove that student from participation and direct the student to obtain a physical and mental status examination by a licensed health care provider selected by the student's parent or legal guardian. Piedmont Public Schools Board of Education has defined a licensed health care provider as follows: M.D. - Medical Doctor; D.O. - Doctor of Osteopathy, P.A. - Physician's Assistant, ARNP - Advanced Registered Nurse Practitioner, and ATC - Certified Athletic Trainer. This licensed health care provider must be trained in the evaluation and management of concussions. Piedmont Public Schools shall not be financially responsible for any health care bills associated with the examination.

After suffering a concussion, a student's physical and cognitive activities should be carefully managed and monitored by the licensed health care professional. Pursuant to Okla. Stat. tit. 70, 24-155, any student athlete removed from participation shall not be allowed to participate in practices or games until he or she is evaluated by a licensed health care provider and receives the provider's written clearance to return to participation, a copy of which shall be provided to Piedmont Public Schools.

MEDICAL CLEARANCE TO RETURN TO ATHLETIC PARTICIPATION

Please print the following information:

Name of M.D., D.O., P.A., ARNP,
or ATC trained in the evaluation
and management of concussions:

Address:

Phone Number:

Student Athlete's Name:

Date (s) of Evaluation for
Suspected concussion:

I have evaluated the student named above on the date(s) listed above. In my opinion as a M.D or D.O., P.A., ARNP, or ATC trained in the evaluation and management of concussions, the student named above is cleared to return to athletic practice and competition. Any limitations to this release are noted below.

Limitations (if any):

Signature of Medical Professional:

Printed name of Medical Professional:

Date:

HEALTH SERVICES AND COMMUNICABLE DISEASES

Health Services: District nurses or other designated personnel shall perform all first aid and emergency care in accordance with applicable laws and regulations. First aid may also be administered by any principal, administrator, secretary, counselor, and other qualified personnel as designated. In the event of a serious injury to or illness of a student, school personnel shall contact emergency services (911) if deemed appropriate. School personnel shall also attempt to notify the student's family or guardian as soon as possible. However, the determination to contact emergency services and to have a student treated by emergency services or transported by emergency services, shall be within the discretion of school personnel unless the student's parent/guardian is present at school. District is not responsible for any transportation and/or medical costs associated with emergency care.

Communicable Diseases: Any employee or student with knowledge of a suspected or confirmed case of a communicable or contagious disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well-being of all students and employees. Decisions about how best to provide educational services to those students excluded from school because of a communicable or contagious disease shall be made by the Administration. The Administration may consult with and seek the advice of available District and/or county health officials.

In dealing with communicable or contagious diseases, District believes that:

1. Public education should be made available in the least restrictive environment that is appropriate to the individual needs of the student.
2. Public education should be provided in a safe and orderly environment.
3. Each student and employee should be treated with dignity and has a right to confidentiality.
4. Students or employees infected with HIV (the AIDS virus) or other communicable or contagious diseases will not be subjected to illegal discrimination but will be dealt with in a manner consistent with District's legal obligations to the infected student or employee as well as its obligation to all other students and employees of District.

Communicable or contagious diseases shall be evaluated on an individual basis considering whether the condition is life threatening, the degree of communicability, and whether the disease has been or should be confirmed with laboratory documentation.

All information concerning any medical information of any student or employee is strictly confidential. No board member or employee of District may negligently, knowingly or intentionally disclose or fail to protect medical or epidemiological information except as required by law. Any District official, officer or employee who discloses such information, except as required by law, will be subject to discipline as well criminal and civil sanctions under law.

- A. Placement of Students: In determining the placement of a student with a communicable or contagious disease, a multi-disciplinary team may be convened as provided by law. If a student is to be excluded from school because of a communicable or contagious disease, the student shall be placed on the home bound program until the student is able to return to school. Readmittance to school may require a statement by a physician or other health professional stating that the student is no longer a direct threat to the health or safety of students and employees. Any records regarding a student's communicable or contagious disease shall be maintained separately from the student's cumulative record, and information regarding the student's communicable or contagious disease shall only be provided to those school employees or agents who have a need to know.
- B. Placement of Employees: No employee may be dismissed or have his or her contract not renewed merely as a result of having a communicable or contagious disease except as allowed by law. District personnel who are required to be absent from their work due to a communicable or contagious disease shall be subject to the District's applicable sick leave policy and/or, if applicable, the Family Medical Leave Act. Readmittance to work may require a statement by a physician or other health professional stating that the employee is no longer a direct threat to the health and/or safety of students and employees. No entry regarding a communicable or contagious disease shall be made in the employee's personnel file but may be maintained in a separate file.

Bloodborne Pathogens: Body fluids of any person may contain infectious or contagious bacteria or viruses which may be spread from one person to another by accidental or careless handling of body fluids during sanitation work, custodial work, or the administration of emergency first aid. In accordance with the Bloodborne Pathogens Act, the Board shall promote an environment within which all employees and students are protected from contagion.

The Superintendent shall establish regulations which shall include a control plan, vaccination procedures, the handling and disposal of body fluids, and exposure follow-up procedures in order to comply with the Bloodborne Pathogens Act. District shall provide appropriate instruction in the handling of body fluids through in-service presentations or other means. The Superintendent shall also direct the identification of employees who may, as a result of their job duties, be in contact with blood or other potentially infectious materials. Any employees so identified shall be offered Hepatitis B vaccinations at District's expense. District shall also make personal protective equipment available to employees for use in handling and disposing of body fluids.

Head Lice: According to Oklahoma State Law (70 O.S. 1981, Section 1210. 194A). "Any school child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice." Head lice is not a serious communicable disease; however, it has serious educational, social and economic effects on the student and family. Head lice is not an indicator of poor hygiene or housekeeping and has no respect for age, race, sex or socio-

economic class.

Bed Bugs: If a suspected bed bug is found on a student the parent will be notified to pick up the child.

Administering Medication: Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal's designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

Epinephrine Injectors and Albuterol Inhalers: A school nurse or school employee who has been trained by a health care professional or in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission, but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. A waiver of liability executed by the parent or guardian shall be on file with the District prior to the administration of an Epinephrine injection pursuant to applicable law. District will designate the employee responsible for obtaining the Epinephrine injectors at each school site.

A school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having respiratory distress. District will designate the employee responsible for obtaining the inhalers and spacers or holding chambers at each school site. District will notify the parent if there is no improvement in concurrence with the orders that have been provided. District and its employees and agents shall incur no liability as a result of injury arising pursuant to the discharge or nondischarge of the powers listed in this subsection.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

"Respiratory Distress" – the perceived or actual presence or coughing, wheezing or shortness of breath.

“Inhaler” – a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

The school will return unused prescription or over-the-counter medication to the parent or guardian only on or before the last day of school or the medication will be disposed of in accordance with applicable law and/or regulations. Medication will not be sent home with students.

Diabetes and Administration of Glucagon: A diabetes medical management plan (“Plan”) will be developed for any student with diabetes who will seek care for diabetes while at school or involved in a school activity. The plan will be developed by the student’s personal health care team, consisting of the principal or designee, the school nurse, if applicable, the parent or legal guardian of the student and where practical, the student’s treating physician. The Plan shall indicate whether the parent or legal guardian has provided written consent for the student to receive diabetes care as provided for by law, including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

With written consent from the parent or guardian of a student with continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or employee trained by a health care professional may download the necessary electronic applications or software to a district-provided electronic device. If a district-provided device is unavailable, the applications or software may be downloaded to the school nurse, diabetes care assistant, or trained employee’s personal electronic device.

Emergency Opioid Antagonist: Any nurse or licensed practitioner as provided for by law, or other person designated by the administration to administer an emergency opioid antagonist in the event of a suspected overdose is authorized, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual who is exhibiting signs of an opioid overdose.

The administration will authorize one or more employees to receive training, as provided for by law, in recognizing the signs of an opioid overdose, instruction in basic resuscitation techniques, instruction on proper administration of an emergency opioid antagonist and the importance of calling 911 for assistance. In the event that a person who has been designated and trained to administer an emergency opioid antagonist is unavailable, the administration may authorize any person, regardless of the existence of a prescription or standing order, to administer an emergency opioid antagonist to a student or other individual showing signs of an overdose. Any person administering an emergency opioid antagonist under the provisions of this section shall be covered under the Good Samaritan Act and shall be immune from civil liability.

For purposes of this policy, an “emergency opioid antagonist” is a drug, including but not limited to naloxone, that is approved by the United States Food and Drug Administration (“FDA”) for treatment of an opioid overdose and that blocks the effects of opioids.

Self-administration of Certain Medication: Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed inhaled asthma medications, prescribed anaphylaxis medication, and replacement pancreatic enzymes for treatment of cystic fibrosis according to the provisions of this policy. District shall not incur any liability as a result of any injury arising from the self-administration of asthma medication, anaphylaxis medication, or replacement pancreatic enzyme medication by a student. If the requirements of this policy are fulfilled, a student diagnosed with asthma, anaphylaxis, or cystic fibrosis may possess and use his or her labeled asthma, anaphylaxis, or replacement pancreatic enzyme medication at all times.

The student’s parent or guardian shall:

1. Provide the school with a written statement on the form prescribed by the Board authorizing the self-administration of inhaled asthma, anaphylaxis, or replacement pancreatic enzyme medication. Such written statement shall acknowledge that District shall not incur any liability as a result of any injury arising from the self-administration of asthma, anaphylaxis, or replacement pancreatic enzyme medication by a student.
2. Provide the school with a written statement from the student’s treating physician containing the following information:
 - a. That the student has asthma, anaphylaxis, or cystic fibrosis;
 - b. That the student is capable of and has been instructed in the proper method of self-administration of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication;
 - c. The name and purpose of the asthma, anaphylaxis, or replacement pancreatic enzyme medication;
 - d. The prescribed dosage; and
 - e. The time or times at which and special circumstances, if any, under which the asthma, anaphylaxis, or pancreatic enzyme medication is to be administered.
3. Provide the school with an emergency supply of the student’s asthma, anaphylaxis, or replacement pancreatic enzyme medication(s) to be administered pursuant to Oklahoma law by school nurse or other authorized personnel.
4. Provide asthma, anaphylaxis, or replacement pancreatic enzyme medication to be carried by the student which is appropriately labeled, with a prescription label reflecting the following:
 - a. Student’s name;
 - b. Prescription number;
 - c. Asthma, anaphylaxis, or replacement pancreatic enzyme medication name and dosage;
 - d. Method of administration and dosage;
 - e. Date of prescription and refill;

- f. Licensed prescriber's name;
- g. Pharmacy name, address and telephone number; and
- h. Name of pharmacist.

The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medications from the parent or guardian and from the physician shall be kept on file in the office at the school site where the student is enrolled. The authorization for self-administration of asthma, anaphylaxis, and replacement pancreatic enzyme medication shall be effective only for the school year in which the authorization is submitted by the student's parent or guardian. The parent or guardian shall be responsible for renewing an authorization for each subsequent school year.

For purposes of this policy, "asthma medication" and "anaphylaxis medication" shall mean a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label. "Replacement pancreatic enzyme medication" shall mean medication prescribed by a physician and having an individual label. "Self-administration" shall mean a student's use of asthma, anaphylaxis or replacement pancreatic enzyme medication pursuant to a prescription or written direction from a physician.

Seizure-Safe Schools Act: This Act shall apply to schools that have a student enrolled who has a seizure disorder and has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the United States Food and Drug Administration ("FDA") and any successor agency prescribed by the student's health care provider.

Beginning January 1, 2022 and subject to all corresponding laws and regulations, District shall have at least one employee at each school site who has met the training requirements necessary to:

1. Administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the FDA and any successor agency; and
2. Recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall:

1. Provide the school with written authorization to administer the medication at school;
2. Provide a written statement from the student's health care provider that contains the following information:
 - a. The student's name,
 - b. The name and purpose of the medication,

- c. The prescribed dosage,
 - d. The route of administration,
 - e. The frequency that the medication must be administered, and
 - f. The circumstances under which the medication may be administered;
3. Provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. Collaborate with school personnel to create a seizure action plan.

The written authorization, written statement, and seizure action plan will be stored in the office of the school nurse or school administrator and will be distributed to any school personnel or volunteers responsible for supervision or care of the student. The written authorization for administration of seizure rescue medication shall only be effective for the school year in which it is granted and must be renewed each subsequent school year. School employees will not be subject to disciplinary proceedings or liability resulting from any action taken in compliance with the Seizure-Safe Schools Act, as provided for by law.

Sunscreen: Pursuant to the written authorization of a student's parent or guardian, a school nurse, or in the absence of such nurse, an administrator or designated school employee, may assist a student in applying sunscreen, a compound topically applied to prevent a sunburn. In addition, District shall permit students to possess and self-apply sunscreen that is regulated by the FDA without the written authorization of a parent, legal guardian or physician.

MENTAL HEALTH ACCOMMODATIONS

Purpose

Pursuant to OKLA. STAT. tit. 70, § 3-169, beginning with the 2023-2024 school year, the parent or guardian of a student shall have the option to disclose to the District prior to enrollment that the student has received certain types of mental health treatment so that a meeting can be scheduled to discuss whether the student requires accommodations.

Definition

For purposes of this policy, a “mental health facility” is defined as a public or private hospital or related institution offering or providing inpatient mental health services, a public or private facility accredited as an inpatient or residential psychiatric facility by the Joint Commission on Accreditation of Healthcare Organizations, or a facility operated by the Department of Mental Health and Substance Abuse Services and designated by the Commissioner of the Department of Mental Health and Substance Abuse Services as appropriate for the inpatient evaluation or treatment of minors.

Procedures

The following procedures apply to parent disclosures of mental health treatment and the holding of meetings to discuss accommodations that may be needed as a result of a student’s mental health condition:

- A. Prior to the enrollment of a student who has received inpatient or emergency outpatient services from a mental health facility in the previous twenty-four (24) months, the parent of that student shall have the option (but is not required) to disclose the student’s history of mental health treatment to the District.
- B. If a student’s parent/guardian makes a disclosure to the District as set forth above, the District will schedule a meeting to determine whether the student is in need of any accommodations, including, but not limited to, an individualized education program (“IEP”). The participants in this meeting shall include:
 - 1. The parent or legal guardian of the student.
 - 2. One or more designated District employees, which may include members of the student’s IEP team.
 - 3. One or more representatives of the mental health facility.
- C. The meeting required by this policy may take place in person, via teleconference, or via videoconference.

- D. The meeting shall be conducted in accordance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act (“HIPAA”) and the Family Educational Rights and Privacy Act (“FERPA”).

Reference: OKLA. STAT. tit. 70, § 3-169; OKLA. STAT. tit. 43A, § 5-502.

STUDENT MENTAL HEALTH CRISIS PROTOCOL

As required by OKLA. STAT. tit. 70, § 24-159, the District will develop and maintain a protocol for responding to students in mental health crisis with the goal of preventing student suicide, self-harm, and harm to others.

Provider Partners

The District shall develop, maintain and implement its student mental health crisis protocol (the “Protocol”) in partnership with one or more local mental health treatment providers certified by the Oklahoma Department of Mental Health and Substance Abuse Services (“Provider Partner(s)”). At least one Provider Partner that participates in the Protocol shall meet the following criteria:

- A. The provider must have the ability to serve all school-aged children regardless of insurance status; and
- B. The provider must have the ability and certification to provide mental health crisis services in the region where students attend school.

Contents of Protocol

The District’s Protocol shall:

- A. Provide a definition of mental health crisis involving potential for harm to self or others.
- B. Document how mental health crises may be identified by school administrators, teachers, support employees, and school-based mental health professionals.
- C. Outline nonpunitive steps to safeguard student health and safety in response to an immediate or potential mental health crisis.
- D. Identify local treatment providers and resources available to support students and families in mental health crisis and ensure appropriate referrals to treatment.
- E. Outline a process for ensuring parent and caregiver notification and involvement during an actual or potential mental health crisis. In the event that a student who is under eighteen years of age is identified as being in or at risk of a mental health crisis, the Protocol shall call for District employees to inform the student’s parent or legal guardian and offer the treatment referral information contained in the Protocol. The Protocol shall further provide that parent or legal guardian consent shall be required for any subsequent action taken by the District as part of the protocol except in cases of immediate and life-threatening danger to self or others.
- F. Document how student privacy will be protected in compliance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act (“HIPAA”) and the Family Educational Rights and Privacy Act (“FERPA”).

Working Agreement

The Board of Education and each of the District's Provider Partner(s) shall enter into a working agreement establishing all obligations of the parties under the established Protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data (the "Working Agreement").

Review and Updates

Not less than every two years, the District and its Provider Partner(s) shall jointly review the Protocol and Working Agreement and consider whether updates to the Protocol are necessary to better meet the needs of students. This process shall include a review of information gathered from the Oklahoma Prevention Needs Assessment Survey or an alternative survey conducted by the District as provided for in OKLA. STAT. tit. 70, § 24-158.

State Agency Review

The District will submit the most recent version of its Protocol and Working Agreement to the Oklahoma State Department of Education, which will in turn submit those documents to the Oklahoma Department of Mental Health and Substance Abuse Services. These agencies may require revisions to the Protocol in order to ensure compliance with applicable laws/regulations and/or established evidence-based practices.

Access/Training

The District will provide administrators, teachers, support employees and school-based mental health providers with ready access to the Protocol and regular training regarding the Protocol.

Reference: OKLA. STAT. tit. 70, §§ 24-158 and 24-159.

**STUDENT AUTOMOBILE USE
(REGULATIONS)**

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Students who drive vehicles to school park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked.
2. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's permit or license.
3. Students may not sit in, or upon, or congregate around vehicles at any time during school.
4. Vehicles shall not be driven on any grass area, around the junior high school, or upon or into any area not designated as a driveway or parking area.
5. Tags, bumper stickers, shoe polish, signs, or flags that suggest profanity, advertise tobacco or drugs, or are inflammatory or degrade another person because of race, gender, creed, or culture are prohibited.
6. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.
7. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school.

VEHICLE USE AND PARKING STUDENTS

The Piedmont Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus may park the vehicle only in the parking lot designated for student parking. Students will not park vehicles in the parking lot(s) designated for staff and visitors.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

I. Purpose

The purpose of this policy is to ensure that all school district employees understand their legal and ethical obligations to report suspected child abuse or neglect. The district is committed to protecting the safety and well-being of all students and complying with state and federal laws regarding mandated reporting, including the annual teacher attestation requirement as outlined in Oklahoma Statute 70 O.S. § 1210.163 and 10A O.S. § 1-2-101.

II. Definitions

A. Attestation Form:

A standardized document that must be signed annually by employees of the school district affirming their awareness and understanding of applicable laws, policies, and professional responsibilities.

B. Mandated Reporter:

Any person with legal obligations to report child abuse or neglect.

III. Policy Statement

It is the policy of Piedmont Public Schools that all employees of the district are required, in accordance with Oklahoma state law, to immediately report any suspected incidents of child abuse or neglect to the appropriate authorities. All certified instructional staff shall sign an annual attestation form at the beginning of each academic year acknowledging their legal responsibility to report suspected child abuse or neglect, as well as their obligation to comply with other applicable state and district mandates.

IV. Reporting Procedures

A. Immediate Action:

1. Suspected abuse or neglect shall be reported immediately to the Oklahoma Department of Human Services (DHS) via the statewide hotline: 1-800-522-3511 and local law enforcement for victims under the age of eighteen.
2. Suspected abuse or neglect shall be reported immediately to local law enforcement in students age eighteen years or older.

B. Personal Responsibility:

Reports must be made directly by the individual who has knowledge of or suspects abuse. Reporting to a supervisor does not fulfill the legal obligation.

C. Timeliness:

Reports must be made as soon as possible, ideally within 24 hours of suspicion.

D. Documentation:

A written report shall be submitted to the school principal or designated administrator for internal recordkeeping.

V. Annual Attestation Requirement

A. Attestations:

All employees must sign an attestation form at the beginning of each school year confirming:

REPORTING SUSPECTED CHILD ABUSE (Cont.)

1. Their understanding of mandated reporting laws and regulations
2. Their obligation to report directly to DHS
3. Their awareness of the consequences for failure to report

B. Recordkeeping:

Signed attestations shall be maintained in personnel files and reviewed during audits or investigations.

C. Attestation:

Attachment A

VI. Confidentiality and Protection**A. Confidentiality:**

Reports and reporter identities are protected under Oklahoma law.

B. Immunity:

Reporters acting in good faith are immune from civil or criminal liability.

C. No Retaliation:

Retaliation against reporters is prohibited and subject to disciplinary action.

VII. Training**A. Annual Training:**

All staff shall receive training on recognizing and reporting abuse and neglect.

B. New Hire Orientation:

Mandated reporting responsibilities shall be included in onboarding.

VIII. Prohibited Actions**A. No Internal Investigations:**

School personnel must not investigate suspected abuse or neglect. Doing so may interfere with DHS or law enforcement investigations.

B. No Interference:

Administrators may not prevent or delay any employee from making a report.

IX. Failure to Report

Any failure to report may result in disciplinary action, termination, and legal consequences.

X. Legal Authority

This policy is adopted pursuant to Oklahoma statute 70 O.S. § 1210.163 and 10A O.S. § 1-2-101.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

REFERENCE: 70 O.S. § 1210.163
10A O.S. § 1-2-101

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Piedmont Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

REFERENCE: 43 O.S. 109.6
43 O.S. §110

SUSPECTED CHILD ABUSE AND/ OR NEGLECT REPORT FORM

CHILD'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SCHOOL: _____

PARENT(S)/LEGAL GUARDIAN: _____

ADDRESS: _____

I hereby acknowledge that I have a statutory duty to report any suspected abuse to DHS. I further understand that merely filing this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools.

Describe the nature and extent of the suspected child abuse or neglect: _____

Describe any evidence of previous suspected child abuse or neglect: _____

Names of persons present during the interview with the child: _____

Name of investigating social worker with the Department of Human Services (if known): _____

Signature of Person Filing Report: _____

Signature of Supervising Administrator: _____

GUIDELINES FOR OUTSIDE AGENCY REPRESENTATIVES INTERVIEWING CHILDREN AT THE SCHOOL

The Piedmont Board of Education recognizes that the primary function of the Piedmont Public Schools is to educate the students in a secure, non-threatening environment. For this purpose, the Board requests that interviewing of students by any outside agency at the school be kept to a minimum. The purpose of this policy is to assist the school representatives in fostering a trusting relationship with the parents of the students. Promoting trust and open communication with the parents is essential to the student's education. The following criteria are established to minimize the disruption to the student, while still protecting the student from any abusive situations arising outside the school setting:

1. The principal/designee will inquire of the agency representative whether it is necessary to interview the student during the school day and on school grounds, and request that the interviewing be done outside of the school day if possible.
2. All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal, or designee.
3. If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student. Identification should be requested from the person seeking to interview the student at school from any person unknown to the principal/designee. If the principal/designee is uncomfortable with the person seeking to interview the student, or that person's credentials, or if the principal/designee perceives that conditions or circumstances are not in the student's best interest, access to the student should be denied until further information or clarification can be obtained.
4. It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.
5. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents.

REFERENCE: 10 O.S. §7102-7106

NOTE: 10 O.S. §7105 states that "[a]ny person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed."

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent or designee that the report was made using Form FFG-E.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

REPORTING SUSPECTED CHILD ABUSE (Cont.)

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §1210.162
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)
Policy FFG-E

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Piedmont Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Obtain approval for the fundraiser from the board of education.
2. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
3. Students will not participate in door-to-door solicitation of funds under any circumstances.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

**REFERENCE: 21 O.S. §1051
70 O.S. §5-122, §5-129, §5-135**

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
 - A. It was made as a personal memory aid;
 - B. It is in the sole possession of the individual who made it; or
 - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided to parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information or, (3) under certain limited circumstances, as permitted by FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	School Sites	Principal
Cumulative School Records (Former Students)	School Sites	Principal
Health Records	School Sites	District Nurse
School Transportation Records	Transportation Office	Director of Transportation
Speech Therapy Records	School Sites	Principal
Psychological Records	School Sites	Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. Class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) to prohibit the district from releasing the above-listed items as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. Permission to allow the above-referenced directory information to be released will also be permission to post the items on the school district's website.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
 - A. Establish the student's eligibility for the aid,
 - B. Determine the amount of financial aid,
 - C. Establish the conditions for the receipt of the financial aid, or
 - D. Enforce the agreement between the provider and the receiver of financial aid;

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE
FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)****PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: Under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

**COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974, REGULATION (Cont.)**Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
 - A. The school district's decision that the record is correct and will not be changed;
 - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

RESOURCE INFORMATION ON STUDENT IDENTIFICATION CARDS

Pursuant to Senate Bill 1307 (2022), beginning July 1, 2023, for those students in grades seven (7) through twelve (12) who are issued student identification cards, such cards shall have printed on either side the telephone number for the National Suicide Prevention Lifeline, which can be accessed by calling or texting 988. The District, at its discretion, may also print on either side of student identification cards the telephone number of the Crisis Text Line, which can be accessed by texting “HOME” to 741741. These requirements shall apply to a student identification card issued for the first time or issued to replace a damaged or lost card.

On July 1, 2023, should the District have a supply of unissued student identification cards that do not comply with the paragraph above, the District may issue non-compliant cards out of this supply until the supply is depleted.

Reference: OKLA. STAT. tit. 70, § 24-100.10

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Piedmont Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The school district will transfer and release confidential information in accordance with this policy to:

- (1) The Department of Human Services,
- (2) The Department of Mental Health and Substance Abuse Services,
- (3) The State Department of Health,
- (4) The State Department of Education,
- (5) The State Department of Career and Technology Education,
- (6) The Oklahoma Commission on Children and Youth,
- (7) The J.D. McCarty Center for Handicapped Children,
- (8) The Department of Corrections,
- (9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (8) and providing institutional, community residential or community-based services as defined by Title 10, Section 7001-1.3 of the Oklahoma Statutes, to children and family,
- (10) Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (8),
- (11) Statutorily-constituted juvenile bureaus, and
- (12) Other school districts upon their request and in compliance with state law.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. A copy of the school district's informed consent form may be found at FLE-E.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
70 O.S. §24-101.4

INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;
9. Discipline records.

**REFERENCE: 70 O.S. §10-103.2
34 CFR 99.1
20 USC 1232**

THIS POLICY REQUIRED BY LAW.

STUDENT RECORDS

It is the policy of the Piedmont Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

STUDENT RECORDS (Cont.)

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

REFERENCE: 34 CFR 99.1**18 USC §§2331 and 2332(g)(5)(B)****20 USC 1232****P. L. 107-110, No Child Left Behind Act of 2001****51 O.S. §24A.16****70 O.S. §6-115****70 O.S. §24.101.4****70 O.S. §24-114**

**STUDENT ACTIVITIES
ELIGIBILITY
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern student activity eligibility requirements.

Oklahoma Secondary School Activities Association eligibility rules¹ state that a student is eligible:

1. If the student will not be nineteen years of age before September 1st for athletic competition or if the student will not be 21 years of age before September 1 for non-athletic events.²
2. If the student has on file, in the principal's or authorized director's office, a physical examination and parent's consent certificate for the present school year.³
3. If the student has attended classes 90% of the time for the current semester. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or other valid reason.⁴
4. If the student is passing all subjects in which enrolled and passed any five subjects to be counted for graduation the preceding semester.⁵
5. If the student has not been disqualified from a contest because of flagrant or unsportsmanlike conduct or whose conduct or character is not under school discipline. (Principal may reinstate student following a conference and after a written report of details and action taken has been filed with the OSSAA.)⁶
6. If the student has not participated in a contest under an assumed name.⁷
7. If the student does not belong to a gang, fraternity, sorority or secret society in violation of the State Law of Oklahoma or the regulations of the local board of education.⁸
8. If the student has not participated in a contest where he/she has used his/her knowledge or skill for financial gain.⁹
9. If the student has not attended school eight semesters in grades 9 through 12.¹⁰
10. If the student has not participated in interscholastic sports activities during more than four academic years, or have had three seasons of opportunity in a sport after attending two semesters in the 9th grade.¹¹
11. If the student's parent(s) or guardian(s) are bona fide residents of this high school district.¹²
12. If the student has not participated in organized practice or a game of football or basketball before the season opens, or after the season closes.¹³

NOTE: There are some exceptions to the above rules. There are also additional requirements. Consult your coach or principal for additional information.

STUDENT ACTIVITIES, ELIGIBILITY, REGULATION (Cont.)

To be eligible to participate in activities involving other schools, a student must be passing in at least three regular classes. The student must be attending classes at least 90% of the time. This applies to all students in any school-sponsored activity (basketball, FFA, FHA, music, etc.).

Any student who reaches his or her nineteenth birthday before September 1 will not be eligible in athletic contests. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools.

Any person absent during the day of an activity must have the absence accounted for prior to being eligible. If the absence is considered as unexcused by the administration, the student must attend at least one day of school and satisfy the requirements for same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in true sportsmanship manner. Any student participating in a contest will not be permitted to play the next game if the student was ejected from the game. A second offense will automatically disqualify that student for that sport for the rest of the season.

¹ There are 21 "Rules" in the OSSAA Administrators' Handbook. Not all deal with student eligibility. Information for the listing comes from the first 15 Rules. Please note the following:

Rule 6 relates to the ineligibility of students who have completed all requirements for high school graduation or who have already graduated.

Rule 9 relates to schools maintaining certification of eligibility forms until requested by the OSSAA.

Rule 10 relates to selection and contracting of game officials.

Rule 11 relates to competitions between members of OSSAA and nonmembers.

Rule 12 relates to local school enforcement of the OSSAA constitution and rules.

Rule 13 relates to tournaments, meets, and contests.

² This information is found in Rule 1.

³ This information is found in Rule 1, Section 2.

⁴ This information is found in Rule 2.

⁵ This information is found in Rule 3.

⁶ This information is found in Rule 4.

⁷ This information is found in Rule 4, Section 2.

⁸ This information is found in Rule 4, Section 3.

⁹ This information is found in Rule 5.

¹⁰ This information is found in Rule 7.

¹¹ This information is found in Rule 7, Section 1a.

¹² This information is found in Rule 8.

¹³ Information for this item came from Rule 15, Sections 1 and 2.

SAVE WOMEN’S SPORTS ACT

Pursuant to SB002 (2022), prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If a student is 18 years of age or older and competes on a school athletic team, the student shall sign an affidavit acknowledging his or her biological sex at birth.

If there is any change in the status of the biological sex of a student submitting an affidavit pursuant to this policy, the affiant shall notify the school within 30 days of such change.

School athletic teams shall be expressly designated as one of the following based on biological sex:

1. “Males,” “men,” or “boys”;
2. “Females,” “women,” or “girls”; or
3. “Coed” or “mixed.”

School athletic teams designated for “females,” “women,” or “girls” shall not be open to students of the male sex.

Reference: OKLA. STAT. tit. 70 § 27-106

The Save Women's Sports Act (OKLA. STAT. tit. 70, § 27-106(D)) requires as follows:

Prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If the student is eighteen (18) years of age or older, the student who competes on a school athletic team shall sign an affidavit acknowledging his or her biological sex at birth. If there is any change in the status of the biological sex of the student, the affiant shall notify the school within thirty (30) days of such change.

Section 426 of Title 12 of the Oklahoma States provides that "whenever under any law of this state or under any rule, order or requirement made pursuant to the law of this state, any matter is required or permitted to be supported, evidenced, established or proved by the sworn statement, declaration, verification, certificate, oath or affidavit, in writing of the person making the same, the matter may with like force and effect be supported, evidenced, established or proved by the unsworn statement in writing of the person made and signed under penalty of perjury setting forth the date and place of execution and that it is made under the laws of this state."

Piedmont Public Schools
Declaration of Biological Sex at Birth

The undersigned, under the penalties of perjury, declares:

1. _____(Name of Student) participates on a Piedmont Public Schools athletic team.
2. The biological sex at birth of the student named herein was (check one):

____Male

____Female
3. I further understand Oklahoma law requires me to notify the school within 30 days of any change in status of the biological sex designated above.
4. I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

(Date and Place)

(Signature)

(Printed Name)

GANG ACTIVITY (REGULATIONS)

Gang Activities

The board recognizes that the harm done by the presence and activities of gangs in the public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district.

1. Definition: For the purposes of these regulations, a “gang” is any group of two or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of this school district.
2. Prohibitions: No student on or about school property or at any school-related activity shall:
 - A. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang;
 - B. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
 - C. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
 1. Soliciting membership in or affiliation with any gang;
 2. Soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
 3. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
 4. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
 5. Soliciting any person to engage in physical violence against any other person.
3. Application and Enforcement:
 - A. In determining, as part of the application and enforcement of these regulations, whether acts, conduct, or activities are gang-related, school officials are encouraged to exercise judgment based upon current circumstances in their schools, neighborhoods, and community.
 - B. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.

GANG ACTIVITY, REGULATIONS (Cont.)

- C. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
 - D. School officials are to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.
 - E. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.
4. Violations of Policy:
- Students who violate school policy and these regulations shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.
5. Disciplinary Procedures:
- A. When a staff member or contract person has reasonable, individualized suspicion that a student is in violation of school policy and these regulations, the student will be sent to the principal or the principal's designee.
 - B. Upon determination of violation, the principal or designee will make a reasonable effort to notify the student's parent or guardian as soon thereafter as possible. The student will be suspended until the parents attend a conference with the principal or designee to apply disciplinary procedures.

Secret Societies

The board of education has the power to regulate and control all secret letter organizations, social orders, societies, and fraternities within the schools under its jurisdiction. No function of any such organization may be carried on in any school, on any school grounds, or at any school-related function, and all students who are members of such organizations will be bound by the policies of the Oklahoma Secondary School Activities Association.

**REFERENCE: 70 O.S. §24-105
70 O.S. §24-131**

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

STUDENT CLUBS AND ORGANIZATIONS SPONSORS

The Piedmont Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board of education shall annually notify parents or guardians of students about clubs and organizations sponsored by or under the direct control and supervision of the school district. The annual notification shall be placed in the student handbook and by posting information on the school district's Internet website. The annual notification shall include, but is not limited to, the following information about each club or organization:

1. Name;
2. Mission or purpose; and
3. Name of the faculty advisor, if known.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

If clubs or organizations are created or formed after the annual notification is distributed, the school district shall send additional notification to the parents or guardians containing the above-listed information regarding the additional clubs or organizations by way of a message added to the school district's website.

LEGAL REFERENCE: 70 O.S. § 24-105

A POLICY ON THIS ISSUE IS REQUIRED BY LAW

**STUDENT DISTRIBUTION OF PUBLICATIONS
AND CIRCULATION OF PETITIONS**

It is the policy of the Piedmont Board of Education that the circulation of petitions or distribution of other non-curricular publications by students shall be subjected to time, manner, and place restrictions, as follows:

1. No distribution or circulation shall be made to students while such students are attending a class, lab, assembly, or other curricular-related functions.
2. No student shall distribute or circulate materials while the student is in a class, lab, assembly, or other curricular-related function.
3. No distribution or circulation shall be made in hallways during class changes.
4. No attempt shall be made to have a student sign a petition or receive a publication against the will of that student.
5. Religious or other materials which students would reasonably believe to be sponsored, endorsed, or given official imprimatur by the school may not be distributed.
6. Distribution or circulation which materially and substantially interferes with school operations shall cease and any planned distribution or circulation may be prevented if there are reasonable grounds to fear such distribution or circulation will materially and substantially interfere with school operations.

**STUDENT ACTIVITIES
SCHOLASTIC ELIGIBILITY**

It is the policy of the Piedmont Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. During the fourth week of each semester, teachers will submit eligibility lists. The board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association. The superintendent is directed to establish a regulation governing eligibility. Such regulation, when approved by the board, shall be incorporated into this policy and become a part thereof.

Semester Grades

- A. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)
- B. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.

Student Eligibility During a Semester

- A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods are devised to check weekly grades of Career-Tech students and all concurrently enrolled students. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

BULLYING/ HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, sexual orientation, gender identity or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying are repeated, intentional behaviors which include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor

BULLYING/HARASSMENT (Cont.)

6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent, or designee, shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and

BULLYING/ HARASSMENT (Cont.)

6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

**REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2**

THIS POLICY REQUIRED BY LAW.

**REPORTING STUDENTS UNDER THE INFLUENCE OF OR
POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED
DANGEROUS SUBSTANCES**

It is the policy of the Piedmont Board of Education that any administrator, teacher, or counselor who has reasonable suspicion that a student may be under the influence of, or has in his or her possession, alcoholic beverages or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Any search, seizure, or subsequent disciplinary action shall be subject to applicable school policies, regulations, state laws, or student handbook rules.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

REFERENCE: 70 O.S. §24-138
63 O.S. §2-101, et seq.
70 O.S. §24-102
37 O.S. §163.2

NOTE: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

**PIEDMONT PUBLIC SCHOOLS
ACTIVITY STUDENT DRUG TESTING POLICY**

The Piedmont Board of Education, in an effort to protect the health and safety of its extra-curricular activities students from illegal drug use and abuse, thereby setting an example for all other students of the Piedmont Public School District, proposes to adopt the following policy for drug testing of activity students.

STATEMENT OF PURPOSE AND INTENT

Although the Board of Education, administration, and staff desire that every student in the Piedmont Public School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal drugs is limited. Therefore, this policy governs only illegal drug use by students participating in certain extra-curricular activities. The sanctions imposed for violations of this policy, under random drug testing, will be limitations solely upon limiting the opportunity of any student determined to be in violation of this policy to a student's 'privilege to participate in extra-curricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. This policy supplements and complements all other policies, rules, and regulations of the Piedmont Public School District, such as the Student Code of Conduct, regarding possession or use of illegal drugs. Participation in school-sponsored interscholastic extra-curricular activities at the Piedmont Public School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extra-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

Illegal drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extra-curricular activities which involve competition and upon the positive image these students project to other students and to the community on behalf of the Piedmont Public School District. For the safety, health and well being of students in extra-curricular activities the Piedmont Public School District has adopted this policy for use by all participants in interscholastic extra-curricular activities which involve competition in grades 7-12.

The purpose of this policy is five-fold:

1. To educate students of the serious physical, mental and emotional harm caused by illegal drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of drugs.
4. To prevent injury, illness, and harm for students that may arise as a result from illegal drug use.
5. To offer students practices, competition and school activities free of the effects of illegal drug use.

The administration may adopt regulations to implement this policy.

I. Definitions

ACTIVITY STUDENT DRUG TESTING POLICY (Cont.)

“Activity Student” means a member of any middle school or high school Piedmont Public School District sponsored extra-curricular organization, which participates in interscholastic competition. This includes any student that represents Piedmont Schools in any extra-curricular activity in interscholastic competition, such as, but not limited to, Band, Cheerleader and Athletics.

“Drug use test” means a scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person’s urine.

“Random Selection Basis” means a mechanism for selecting activity students for drug testing that:

- A. Results in an equal probability that any activity student from a group of grade level activity students subject to the selection mechanism will be selected, and
- B. Does not give the School District discretion to waive the selection of any activity student selected under the mechanism.

“Illegal drugs” means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. *“Illegal drugs”* includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. *“Illegal drugs”* shall also include, but is not limited to, alcohol and anabolic steroids.

“Positive” when referring to a drug use test administered under this policy means a toxicological test results which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

“Reasonable suspicion” means a suspicion of illegal drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug use by an activity student supplied to school officials by other students, staff members, or patrons.

Students in attendance at school and/or school sponsored event(s) and under the influence of illegal drugs as determined by school personnel and/or in possession of an illegal drug(s) and/or paraphernalia are subject to Piedmont Public Schools Board Policy/Student Code of Conduct and are subject to suspension from school.

II. Procedures

Each activity student shall be provided with a copy of the “Student Drug Testing Consent Form” which shall be read, signed and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extra-curricular activities. The consent requires the activity student to provide a urine sample when the activity student is selected by the random selection basis to provide a urine sample and at any time when there is reasonable suspicion to test for illegal drugs. No student shall be allowed to practice or participate in any extra-curricular activities involving interscholastic competition unless the student has returned the properly signed “Student Drug Testing Consent Form.”

ACTIVITY STUDENT DRUG TESTING POLICY (Cont.)

Each year an orientation session will be held with each Activity Student to educate them of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process. In addition, each Activity Student shall have access to the Activity Student Drug Testing Policy. The head coach, sponsor or other designated school official shall be responsible for explaining the Policy to all prospective students.

All Activity Students will be required to sign a "Student Drug Testing Consent Form" before the student may participate in an extra-curricular activity covered under this policy. A student who moves into the district after the school year begins will be required to sign a "Student Drug Testing Consent Form" before the will be eligible for participation.

Drug use testing for Activity Students will be chosen on a random selection basis from a list of all Activity Students who are involved in off-season and in-season activities. The Piedmont Public School District will determine a monthly number of student names to be drawn at random from each grade level to provide a urine sample for drug use testing for illegal drugs.

In addition to the random drug test required above, any Activity Student may be required at any time to submit to a test for illegal drugs, or the metabolites thereof when an administrator, coach, or sponsor has reasonable suspicion of illegal or performance enhancing drug use by that particular student.

Any drug test will be administered by or at the direction of a professional laboratory chosen by the Piedmont Public School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and proper laboratory control and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The professional testing company shall provide an employee to monitor the sample collection. All drug testing employees will be required to have a criminal background and sex offender registry check conducted by the OSBI and on file with the school district. If in the opinion of the drug testing company the urine specimen contains an adulterant or has been tampered with, the specimen will be treated as positive and policy consequences will be in effect. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal/athletic director who will then determine if a new sample should be obtained.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizes the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of one year. Positive student records will be kept on file for five years. Requests for additional testing will be at the expense of the parent/guardian.

ACTIVITY STUDENT DRUG TESTING POLICY (Cont.)**III. Confidentiality**

The laboratory will notify the parent/guardian of any positive test or adulterated/tampered specimen. If unable to contact the parent/guardian within a 48 hour period the lab will contact the building principal or designee. To keep the positive test results confidential, the principal/athletic director or designee will only notify the student and the parent or custodial guardian of the student of the results. The principal/athletic director or designee will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the principal/athletic director or to the lab. The Piedmont Public School District will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug. Test results will be kept in file separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

IV. Appeal

An Activity Student who has been determined by the principal/athletic director to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extra-curricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of the policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable. The Superintendent shall report to the Board of Education all appeals and the Superintendent's decision.

V. Consequences

Any Activity Student who tests positive in a random drug test under this policy shall be subject to the following restrictions:

A. For the First Offense:

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, athletic director, and principal concerning the positive drug test. In order to continue participation in the activity, the student and parent/guardian must, within an agreed upon time or 10 days of the joint meeting, show proof that the student has received drug counseling from a qualified drug treatment program or counseling entity. Additionally, the student must voluntarily submit to a subsequent drug test to be administered in accordance with the testing provisions of this policy.

If the parent/guardian and student agree to these provisions, the student will continue to participate in the activity. Should the parent/guardian no agree to these provisions the consequences listed in this policy for the second offense will be imposed.

ACTIVITY STUDENT DRUG TESTING POLICY (Cont.)

B. For the Second Offense (in the same year):

Suspension from participation in **all** activities covered under this policy for fourteen (14) calendar days, and successful completion of four (4) hours of substance abuse education/counseling. The student may not participate in any meetings, practices, scrimmages or competitions during this period. The student will be tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the principal/athletic director or designee.

These restrictions and requirements shall begin immediately, consecutive in nature, unless a review appeal is filed following receipt of a positive test. Provided, however, a student who on his/her own volition informs (self-refers) the athletic director, principal, or coach/sponsor of usage before being notified to submit to a drug test will be allowed to remain active in all activities covered under this policy. Such student will however, be considered to have committed his/her first offense under the policy, and will be required to re-test as would a student who has tested positive.

C. For the Third Offense (in the same school year):

Complete suspension from participation in **all** extra-curricular activities including all meetings, practices, performances, and competition for the remainder of the school year, or eighty-eight (88) school days (1 semester) whichever is the longer.

VI. Refusal to Submit to Drug Use Test

A participating student, who refuses to submit to a drug test authorized under this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the **remainder of the school year** or eighty-eight (88) school days whichever is the longer. Additionally, such students shall not be considered for any interscholastic activity honors or awards given by the school.

VII. Voluntary Participation

If the student is not a member of an extra-curricular activity involving competition but the parent/guardian wants them to be subject to the random drug testing, the parent/guardian may do so by contacting the building principal and completing a "voluntary participation" form.

Piedmont Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid drug use. The Piedmont Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.

WEAPONS-FREE SCHOOLS (Cont.)

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

WEAPONS

It is the policy of the Piedmont Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

REFERENCE: 21 O.S. §1280.1

NOTE: "School property" means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

For the purposes of participating in any Oklahoma Department of Wildlife certified hunter training education course, the superintendent may authorize firearms or other weapons to be brought onto school property and used in such training course.

21 O.S. §1280.1 provides that any person violating this statute, upon conviction, will be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000.00), and imprisonment for not more than one (1) year.

SEARCH OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

REFERENCE: 70 O.S. §24-102
70 O.S. §24-101.3

SEARCH OF STUDENTS

The Piedmont Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

REFERENCE: 70 O.S. §24-102

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Piedmont Board of Education that a student may possess a wireless telecommunications device including, but not limited to, cell phones, smartwatches, and gaming devices while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administrator on a case by case basis. Where appropriate, police authorities may be contacted.

**REFERENCE: 70 O.S. §24-101.1, et seq.
70 O.S. §24-102**

THIS POLICY IS REQUIRED BY LAW.

STUDENT SUSPENSION PROCEDURES

Initial Procedures: During the investigation of matters which may result in the suspension of a student, the principal or the assistant principal (“administrator”) may immediately remove a student from the school if the administrator determines that the student’s continued presence disrupts the academic atmosphere of the school, endangers fellow students, teachers, staff, or damages property. Prior to a student being sent home from school during an investigation or as a result of a suspension, the administrator shall notify the parent/guardian in person or by telephone that the student is being sent home.

Prior to any suspension out of school, the administrator shall provide the student with oral or written notice of the offense/incident, an explanation of the nature of the offense/incident, and the term of the proposed suspension. The student shall have the right to explain his/her version of the incident, to either admit or deny the charges, to respond to the evidence, and to provide any mitigating circumstances. If a student is to be suspended from school, the administrator shall advise the student’s parent/guardian by mail or by telephone that the student is to be suspended and the start and end dates of the suspension. Additionally, the administrator shall provide the student and/or the student’s parent/guardian with a copy of a written suspension notice, which includes the length of the suspension, the reason for the suspension, and the rights of appeal.

Length of Suspension: A short-term suspension is one in which the student is suspended from school for ten (10) days or less. A long-term suspension is one in which the student is suspended from school for eleven (11) days or more. The length of a suspension is entirely within the discretion of the administrator. When determining whether cause exists for suspension or determining the length of a suspension, the student’s prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred, and other forms of discipline have not deterred such behavior. Except for suspensions for possession of a firearm which may be for a period of one (1) year under the Gun-Free Schools Act, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Appeal of Short-term Suspensions: A student (or his/her parents) may appeal a short-term suspension to an Appeal Committee at the school where the student attends. The student or parent must submit a written request to the head principal within (2) school days of the receipt of the suspension. The local, three-person committee shall be comprised of at least one administrator and two certified staff members at the school site, all of whom did not participate in the recommendation regarding the student’s suspension. The appeal to the local committee shall consist of a review of any written statements on behalf of the administrator recommending the short-term suspension, as well as a written statement or letter by the student requesting the appeal. After having reviewed all information submitted, the committee shall determine the guilt or innocence of the student, as well as the reasonableness of the term of the short-term suspension. The decision of the committee shall be final.

Appeal of Long-term Suspensions: A student (or his parents) may appeal a long-term suspension to a suspension appeal committee comprised of the Superintendent’s Designee and two (2) certified personnel who did not participate in the recommendation regarding the student’s suspension. A student must submit a written request for an appeal to the administrator within (2) school days of the receipt of notice of the suspension. If a timely request for an appeal is not received, the administrator’s decision shall be final.

The Superintendent's Designee shall be the chairperson of the suspension appeal committee. A hearing of the suspension appeal committee shall be scheduled, and the student and/or the student's parent or guardian shall be notified of the date, time, and place of the hearing. The student may be represented by legal counsel at the hearing. The student must notify the chairperson of the suspension committee in writing at least two (2) days in advance of the hearing if the student is going to be represented by legal counsel. The District may elect to have legal representation at the hearing.

With respect to a long-term suspension, if the student is dissatisfied with the decision of the suspension appeal committee, the student may appeal the committee's decision to the Board of Education ("Board") by submitting a written request for an appeal to the Superintendent or the Clerk of the Board within two (2) days after receipt of the Committee's decision.

A hearing on the long-term suspension shall be scheduled and the student or the student's parent or guardian shall be notified in writing of the date, time, and place of the hearing. The student or the student's parent or guardian shall also be notified of the right to have the hearing conducted in either an open or closed session of the Board and shall be required to advise the Superintendent at least three (3) days prior to the hearing as to which option is being chosen. The student or the student's parent or guardian shall also notify the Superintendent at least three (3) days prior to the hearing if the student is to be represented by legal counsel.

At the hearing, the administration will present its witnesses and evidence and the student shall have the right to cross-examine any witnesses. The Board may also ask questions of any witnesses. The student will then have an opportunity to present witnesses and evidence, subject to cross-examination by the administration. Both parties may make closing statements. The Board may then deliberate. If the hearing was conducted in executive session, the Board may excuse the parties while conducting its deliberations. If the hearing was conducted in open session, the deliberations will take place in open session. If not already in open session, the Board shall then return to open session, shall make findings of fact, and shall vote to uphold, modify, or revoke the long-term suspension. The decision of the Board shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student until the terms of the suspension have been met or the time of suspension has expired.

THIS POLICY REQUIRED BY LAW.

STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS

The Piedmont Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity that directly impedes discipline at school or the general welfare of school activities.

REFERENCE: 70 O.S. §6-114

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

A. Suspension

1. Students may be suspended from school, at the discretion of the administrator, for long or short terms for the following reasons: (this list is not all inclusive, other unacceptable behaviors may occur for which a student could be suspended).
 - a. Continued willful disobedience
 - b. Damaging or defacing school property or the property of others. (Students who damage property must clean up/repair and/or make monetary restitution before being allowed to return to school.)
 - c. Stealing (For official school fund raisers this may include failure to turn in products or money to pay for products, this may be grounds for suspension until full restitution is made.)
 - d. Immoral conduct
 - e. Possession of any electronic communication device including pagers, cellular telephones etc.
 - f. Gambling
 - g. Fighting

SUSPENSION OF STUDENTS (Cont.)

- h. Leaving school grounds or activities at unauthorized times without permission from the office. Refusing to identify or falsely identifying one's self to school personnel and/or entering without authority into classrooms or other school premises.
 - i. Immorality, profanity or obscenity (if a student has a question about whether or not something is immoral or obscene, it is the student's responsibility to check with the principal)
 - j. Consistent violation of written school rules, regulations and/or policies.
 - k. Assault/battery
 - l. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Fake or "Turkey Drugs" or any substances represented to be drugs shall be considered drugs.
 - m. Conduct which jeopardizes the safety of others.
 - n. Conduct which disrupts, or leads to disruption of the operation of the school.
 - o. Habitual truancy
 - p. Not attending regularly scheduled classes.
 - q. Refusal to accept other discipline recommended by the Principal
 - r. Slander/libel
 - s. Defamation of character
 - t. False accusations
 - u. Inciting violence
 - v. Gang activities, including gang clothing, gang signs, tattoos, graffiti, etc.
 - w. Possession, threat, or use of a dangerous weapon (see definition section).
 - x. Possession of or use of tobacco (see definition section).
 - y. Possession, threat or use of a gun/firearm (see definition section)
 - z. Aiding and abetting any wrongful act(s) by not promptly informing school authorities
 - aa. Threatening others (students or staff)
 - bb. Failure or refusal to do school work and make progress to complete course work
 - cc. Harassment of others (sexual, physical, verbal and/or mental)
 - dd. Violation of the Internet Acceptable Use policy #315
 - ee. Other unacceptable behaviors which the student should have known were unacceptable.
- Students who are suspended may not participate in or attend any extra-curricular activities.

NOTE: 70 O.S. §24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

REFERENCE: 10 O.S. §7005-1.2
 10 O.S. §7303-5.3
 10 O.S. §7307-1.2
 37 O.S. §163.2
 70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

STUDENT DISCIPLINE

The Piedmont Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Truancy
4. Leaving school without permission
5. Refusing detention/assigned consequences
6. Smoking/vaping/tobacco
7. Bullying
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal/defiance
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing inappropriate material/photos via electronic devices and/or social media
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor

STUDENT DISCIPLINE (Cont.)

17. Sexual Harassment
18. Gang related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

STUDENT DISCIPLINE (Cont.)

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

THIS POLICY REQUIRED BY LAW.

**STUDENTS:
FEES, FINES, AND CHARGES**

It is the goal of the Piedmont Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

FLAGS

It is the policy of Piedmont Public Schools Board of Education that the United States and the Oklahoma flag will be flown at the school during school hours when possible. An assigned employee will be responsible for raising and lowering the flag.

The school day will begin with a flag salute. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accord with this practice, and any other students not wishing to recite the pledge will not be requested to salute the flag. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

REFERENCE: 25 O.S. §91.2

25 O.S. §153

70 O.S. §241-06

OPEN RECORDS ACT

It is the policy of the Piedmont Board of Education to recognize and facilitate the public's right of access to and review of public records. The district is not required to release information contained in its education records except in conformity with the provisions of the Open Records Act, Title 51, Oklahoma Statutes, Section 24 A.1. and only to the extent that said act does not violate federal law. (See GBA-R.)

The superintendent or designee shall be the district's custodian of public records and shall be responsible for the preservation and care of those public records. At least one person shall be available at all times to release records during the regular business hours of the school district. Additionally, the superintendent may establish reasonable rules of procedure by which public records may be inspected.

The superintendent shall charge a fee to recover the reasonable direct costs of copying district records. The superintendent shall also charge a fee for the direct costs of searching for district records sought for solely commercial purposes or for searches that cause excessive disruption to the district's essential functions. In no case shall a search fee be charged for records sought in the public interest including, but not limited to, releases to the news media, scholars, authors, and taxpayers seeking to determine whether officials of the district are honestly, faithfully, and competently performing their duties as public servants. Fees for copies shall be paid in advance before the copies are made. A deposit may be required for search fees. The fee schedule for searching for and copying of district records shall be as follows:

Research:	\$25.00/ hour
Copies:	
8 1/2" X 11" or 8 1/2" x 14"	\$.25 per copy
11" x 17" ledger	\$.50 per copy
certified copy	\$1.00 per page

All confidential student records as defined by state and federal law shall remain confidential and accessible only to authorized personnel. The district may make requested records available on the internet to comply with the obligation of providing prompt, reasonable access to records.

REFERENCE: 51 O.S. §24 A.1, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

DISTRIBUTION OF MATERIALS

It is the policy of the Piedmont Public Schools Board of Education that students, school personnel, and school facilities may not be used in any manner for advertising, selling, fund raising, or promoting the interests of any non-school agency, organization, or individual without the prior written approval of the Superintendent or the Superintendent's designee.

General: The District may allow the distribution of literature or the posting of notices in buildings which relate to school activities, which are informational materials, or which relate to employment opportunities, community events, or cultural activities.

The District hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of materials according to the procedures and criteria set forth below. This policy shall apply to the distribution of non-school publications and materials by students. The District reserves the right to choose the type of delivery method.

Direct Distribution of School-sponsored Materials: The following materials are considered as school-sponsored materials that may be distributed directly to students by the District:

1. The distribution of official school publications, including but not limited to, yearbooks or student newspapers;
2. Materials regarding school-sponsored activities;
3. Materials produced by non-profit organizations which exist to support the District and its schools, including parent-teacher organizations or associations, the District's foundation, and school booster clubs;
4. Materials produced or provided by city, county, state, or federal governmental agencies; or
6. Materials produced and/or provided by non-profit organizations with which the District has a partnership or agreement.

Other Materials to be Distributed: Those persons or entities which provide community based youth-related activities shall be allowed to distribute materials in the District at any time determined appropriate by the Superintendent or Superintendent's designee. Material to be distributed shall be reviewed by the Superintendent or Superintendent's designee to determine that it references a community-based youth-related activity and is appropriate for the age group to which it will be distributed.

Distribution Procedure for Other Materials: All materials other than school-sponsored materials sought to be distributed to students shall be submitted to the Superintendent or the Superintendent's designee at least two weeks prior to the date being sought for distribution or posting.

Prohibited Materials: The District shall not allow the distribution of materials which:

1. Depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
2. Depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;
3. Attack ethnic, religious, or racial groups (i.e., "hate" material);
4. Promote hostility, disorder, or violence;
5. Promote, endorse, or oppose any political candidate, beliefs, party, or issues;
6. Violate any applicable copyright laws;
7. Invade the privacy of others;
8. Promote illegal activities for minors;
9. Are defamatory, libelous, misleading, or false;
10. Are not age-appropriate;
11. Promote discrimination on the basis of race, color, national origin, handicap, disability, age, or gender; and
12. Promote organizations, individuals, or groups who are for-profit corporations or businesses.

Disclaimer Sign Required: All materials shall contain a statement which provides as follows: These materials are neither sponsored by nor endorsed by Piedmont Schools, the Piedmont Board of Education, its agents, or its employees. The views and the information contained in the materials do not reflect the approval or disapproval of the Board or the School District and its administration.

Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and the District may prohibit the distribution of materials sought to be distributed by any person who violates this provision. Students may be disciplined for failing to follow this policy according to District policy on discipline.

PROCEDURES FOR OUTSIDE SERVICE PROVIDERS

Outside service providers may be allowed on campus during the school day to provide services that are not required by FAPE to District students provided that the terms and conditions provided herein are met by the provider. The following items must be turned in to District's Central Office and approved before an outside service provider is cleared to see a student on any of the District's campuses:

- **Provide a Photo ID**
 - Drivers license OR
 - Company/Organization Badge with a photo
- **Credentials**
 - A copy of the provider's credentials from the state or department of mental health
- **Background Check**
 - An OSBI general background check
- **Signed copy of Outside Provider Agreement**
- **Release of Information ("ROI")**
 - A signed ROI stating the parent consents for the student to be seen

An outside service provider includes private tutors and therapists. An outside service provider does not include persons or organizations under contract or formal agreement with the District to provide services at no cost to the parent or guardian.

All outside providers must comply with state and federal law as well as District policy. Outside providers must specifically maintain confidentiality with respect to any information discovered in the course of their provision of services including but not limited to FERPA. All outside providers must comply with District's check in and out procedures and respect the time constraints provided by the District.

It is within the discretion of District or site administration to restrict, refuse or remove a service provider from campus at any time for any reason. District or site administration may also request any additional information it feels is necessary prior to the approval of a service provider's request to provide services on campus. Approval/denial of services will be issued as deemed necessary for the safety, quality and non-disruption of the school day.

SERVICE PROVIDER AGREEMENT

This agreement is made and entered into by Independent School District No. 1 of Oklahoma County a/k/a Piedmont Public Schools (District) and _____ (Provider) on this _____ day of _____, 20_____.

1. **Independent Contractor:** The existence of this agreement shall not be deemed to create a joint venture or between Provider and District. Provider shall be and remain an independent contractor with respect to any services to be provided hereunder or as a result of this agreement. Provider shall at no time be an employee of the District.
2. **Term:** This agreement shall become effective on _____, 20_____ and shall terminate on _____, 20_____. The parties may agree to future services through a new agreement. Agreements between District and Provider shall not exceed one fiscal year.
3. **Scope of Services:** Provider agrees to provide the following services:
4. **Schedule of Services:** (include any specifics with respect to days/hours per week)
5. **Licensure/Credentials:** Provider agrees to maintain all necessary and appropriate licensing, trainings, and certifications during the entirety of this agreement. Provider also agrees to provide District with copies of all relevant licensing, trainings, and certifications at the onset of this agreement and at any subsequent point requested by the District.
6. **Background Check:** Provider agrees to undergo a background check and warrants that Provider has no history of sex offending, assault, abuse or felony charges pursuant to state law.
7. **Payment:** Provider will not receive any payment from District, monetary or otherwise. Provider's cost is not, nor will it become, the responsibility of the District.
8. **Insurance:** Provider will maintain all necessary and required insurance policies for all of its employees, including but not limited to malpractice insurance and workers compensation insurance.
9. **Confidentiality:** Provider agrees to abide by all state and federal laws as well as District policy, including but not limited to any confidential information pertaining to District students.
10. **Termination:** It is within the discretion of District administration to restrict, refuse or remove a service provider from campus at any time for any reason.

11. **Choice of Law/Entire Agreement:** This agreement shall be governed and construed in accordance with the laws of the State of Oklahoma and constitutes the entire understanding and agreement between the parties hereby revoking any former agreements, either verbal or in writing. Any modifications or changes to this agreement must be agreed to in writing by both parties.

Authorized District Representative:

Printed Name

Title

Signature

Date**Provider:**

Printed Name

Title

Signature

Date

PARENT AGREEMENT

I, _____ (print name), the parent or legal guardian of

_____ (student name), do hereby consent to the
provision of the following services: _____
to my child by _____ (name of
service provider) pursuant to the terms provided within the attached Service Provider
Agreement. I consent to the provisions of these services on site at Piedmont Public Schools and
I recognize that these services are not required in order to provide my child with a Free
Appropriate Public Education (FAPE), but are being provided at my request and by agreement
between the service provider and Piedmont Public Schools.

Parent/Legal Guardian Signature_____
Date

**SCHOOL VISITORS
(GRIEVANCE/APPEALS PROCESS)**

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual ("complainant") may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant¹.

The decision of the board of education shall be final and unappealable.

THIS POLICY REQUIRED BY LAW.

¹ Agenda language will need to reflect the individual's name.

STUDENT RECRUITMENT ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The Piedmont Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters. (See policy FLD for listing of directory information items.)

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

THIS POLICY REQUIRED BY FEDERAL LAW.

SCHOOL VISITORS

It is the policy of the Piedmont Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent, superintendent's designee or principal of any school shall have the authority to order any person¹ out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent, superintendent's designee or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

REFERENCE: 70 O.S. §24-131
21 O.S. §§ 1375, 1376

THIS POLICY REQUIRED BY LAW.

¹ Does not include students, officers, or employees of the district.

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District’s student behavior policy.

If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: OKLA. STAT. tit. 70 § 1-125

USE OF SCHOOL FACILITIES**Policy**

The school district will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this school district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

Procedures for Use of School Facilities***Application***

All organizations must submit an application electronically through the District's website at least ten (10) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

RENTAL PROCEDURES

Community groups and staff members seeking room reservations, event reservations or building access must submit an official support ticket digitally through the district's Incident IQ platform. Paper-based or verbal facility agreements will not be considered valid.

Users must electronically sign all district use agreements, safety guidelines, and liability compliance terms directly inside the system prior to event approval.

INSURANCE PROVISIONS

The rental applicant shall provide a Certificate of Insurance naming Piedmont Public Schools as additional insured.

The certificate should contain a thirty (30) day notification provision to the certificate holder prior to cancellation or modification of the policy.

Required Limits:

Comprehensive General Liability
General Aggregate \$2,000,000
Products & Completed Operations \$2,000,000
Personal & Advertising Injury \$1,000,000
Each Occurrence \$1,000,000

Permitted Use

Permission for use of school facilities belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the school district and to the programs of the school district; and
2. Do not result in an increased monetary burden on the citizens of the school district.

Priority Use

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

RENTAL CATEGORIES FOR ORGANIZATIONS**Classifications**

The District affirms that the primary beneficiaries of district-owned facilities are the students it serves. Classifications are the categories of users or groups established by the District for the purpose of determining eligibility, conditions, and applicable fees for the use or rental of district-owned facilities, property, and services. Accordingly, fees for the scheduled use of district-owned facilities and property shall be assessed and classified as follows:

CLASS I District Internal

1. School-sponsored Events

CLASS II District Expanded

Regularly scheduled meetings of the following groups will not incur a fee. However, banquets, fundraisers, and other similar events will be charged Class III rates.

1. Piedmont Public Schools Education Foundation Events
2. PTA/PTO groups
3. Piedmont Schools Booster Clubs
4. Girl/Boy Scouts
5. Homeowner Associations
6. Piedmont Sports Association

CLASS III District Employee Personal Use and District Expanded Large Events

Employees are eligible for a discounted rate when reserving space for individual private events. However, if the event is affiliated with a larger organization, the organization must be responsible for the reservation.

CLASS IV Civic, Government, Educational Enrichment Activities, and Outside Youth Organizations

For-profit groups within Piedmont.

CLASS V Commercial, Private Use, and Any Other Community Events

For-profit groups outside Piedmont.

Prohibited Use

School facilities will not be used for:

1. Meetings that promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The organization's supervisor or designated representative must remain on-site during the entire activity and have in his/her possession a copy of the rental agreement. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof and will make prompt payment for such theft, loss, or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen, and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility and to require that there be evidence presented to the superintendent in the form of a certificate of insurance showing Independent School District No. 22 of Canadian County, Oklahoma, as an additional named insured.

In the event of an injury or emergency personnel being called to the site, a district official must be notified immediately.

Time Limits

The superintendent of schools or designee shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent or designee if conduct or infraction of regulations warrant.

Holidays

As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent or designee may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

RENTAL FEES

Fees for personnel, facilities and certain equipment are listed below:

PERSONNEL POSITION—Overtime/Hour

Custodial Staff (small event)	\$25.00
Custodial Staff (medium event)	\$50.00
Custodial Staff (large event)	\$75.00
IT or A/V Technician	\$40.00
Other Staff	TBD

	CLASS				
	I	II	III	IV	V
BUILDINGS					
Cafeteria (no kitchen access)	N/C	N/C	\$30	\$60	\$120
Specialty Room	N/C	N/C	\$25	\$50	\$100
Library	N/C	N/C	\$25	\$50	\$100
Classroom	N/C	N/C	\$15	\$30	\$60

	CLASS				
	I	II	III	IV	V
ATHLETICS					
Field House	N/C	N/C	\$70	\$90	\$100
F&M Bank Stadium (\$750/day maximum)	N/C	N/C	\$120	\$140	\$160
Baseball/Softball Field	N/C	N/C	\$50	\$75	\$150
Tennis Courts	N/C	N/C	\$50	\$75	\$150
Hitting Facilities	N/C	N/C	\$25	\$50	\$100
Competitive Gym	N/C	N/C	\$25	\$50	\$100
Non-Competitive Gym	N/C	N/C	\$15	\$25	\$50
Season Rental (Fall, Winter, Spring, Summer)	\$4500/season				
Yearly Rental					

Building Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
2. Cub Scouts--monthly pack and committee meetings (night);
3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and
4. Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the Superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations that qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings that extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums, and for all fund-raising activity meetings activity meetings.

Custodial Service Fees

Regular Hours (No Fee)

No custodial fees apply if the rental occurs during a custodian's regular shift, provided the event does not require specialized cleanup that interferes with their normal duties. If dedicated custodial attention is required, labor charges will apply.

After-Hours, Weekends, and Holidays (Fees Apply)

Waivers for facility rental fees do not exempt organizations from personnel costs. When a rental occurs outside regular shift hours, weekends, or district holidays, the following labor charges apply:

1. Tiered Hourly Rate: \$25.00 to \$75.00 per hour, determined by the district based on event size, attendance, and required cleaning staff.
2. Weekend Minimum: A mandatory minimum of two (2) hours will be charged for all weekend bookings to cover staff call-in requirements.

Security

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although non-student individuals who are either (a) over the age of twenty-one or (b) over the age of eighteen (18) who is a member or veteran of the U.S. Military, may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. If the firearm is left unattended in the parking lot, it must be hidden from view in a locked vehicle.

Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless a district designee is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required.

Parking Lots

Parking lots are provided with the use of most school buildings. If the use of only a parking lot is desired, an application will be made for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used by organizations/businesses located within the district boundaries and for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Buildings in Times of Emergency

Facilities may be opened by authorities for emergency use after hours by the public. District facilities will not be open to the public for emergency use when school is in session.

Church Services

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the Board of Education for review.

APPENDIX**HOLD HARMLESS AGREEMENT**

PUBLIC LIABILITY INSURANCE: Lessee covenants and agrees that Lessee will, at Lessee's expense, carry with a responsible insurance company approved by Lessor throughout the term of this lease or use, insurance that will protect and save and keep the Lessor forever harmless and indemnified against, and from any penalties or damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and the lessee will at all times protect, indemnify and save, and keep harmless the Lessor against and from any and all losses, costs, damages or expenses arising out of or from any accident or other occurrence on or about said promises, causing injury to any person or property whomsoever or whatsoever and will protect, indemnify and save, and keep harmless the Lessor against and from any and all claims and against and from any and all losses, costs, damages or expenses arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof. Such insurance policy or policies shall have a minimum of \$1,000,000 combined single limit. A copy of said insurance shall be delivered to Lessor and said insurance shall contain a provision to the effect that the insurance coverage of said policies cannot be cancelled without giving at least 30 days prior written members of the School Board, its agents and employees. Unless the provisions of this paragraph are fully complied with, the term of the lease or use shall cease immediately, as the case may be.

Signature

Organization

ACCEPTANCE OF TERMS

1. The undersigned has carefully reviewed the Guidelines for Use of School Facilities, which accompanies the Application for Use, and agrees to its terms.
2. Please note that a deposit will be required if it is determined to be in the best interest of Piedmont Public Schools.
3. In the event of a conflict with a school-sponsored activity, the District will provide notice to your organization if cancellation becomes necessary unless extenuating circumstances preclude that notification.
4. Violating the District's facility use policy may result in termination of your contract. See "Responsibilities of Applicant".
5. The organization is required to reimburse Piedmont Public Schools for all damages.

Date: _____

Organization: _____

Organization Representative (print name): _____

Organization Representative (signature): _____

Organization Representative Cell Phone Number: _____

E-Mail Address: _____

Faculty Member (print name): _____

Faculty Member (signature): _____

Faculty Member Cell Phone Number: _____

The following documents must be submitted with your application before your rental, date(s) will be confirmed:

- Certificate of Insurance, naming Piedmont Public Schools as additional insured
- Signed Hold Harmless Agreement
- For non-profit groups, proof of tax-exempt status

FACILITIES RENTAL APPLICATION/AGREEMENT

Instructions: The sponsor requesting the use of any Piedmont Public Schools facility should complete this application well in advance of the event. A complete itinerary, along with any special information, should accompany this application.

Application Date: _____

Event Description:

Facility Requested: _____

Renting Organization: _____

Name of Representative: _____

Address: _____

Phone Number: _____

Please provide dates and times for requested event:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Please provide the name and contact number for anyone serving as an event supervisor. Gym rental requests will not be approved without a Piedmont Public Schools employee serving as a supervisor.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

FACILITIES RENTAL APPLICATION/AGREEMENT

I have read the Piedmont Public Schools policy USE OF SCHOOL FACILITIES and agree to abide by all aspects of said policy.

Organization Representative Signature_____
Date**FACILITIES AGREEMENT ATTACHMENTS INFORMATION**

Certificate of Liability Insurance is attached (____)
Signed Hold Harmless Agreement is attached (____)
Signed Acceptance of Terms Form is attached (____)
Proof of Tax-Exempt Status, if applicable, is attached (____)

Name of Representative certified in the use of Automated External Defibrillator:

The above information was received and recorded by:

Name_____
Title_____
Date**APPROVAL**_____
Director of Athletics/Activities or Designee_____
Date

Total Amount Due: _____

Make checks payable to Piedmont Public Schools

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

“Sex,” for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

“Multiple occupancy restroom or changing area” is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District’s student behavior policy.

If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance.

Reference: OKLA. STAT. tit. 70 § 1-125